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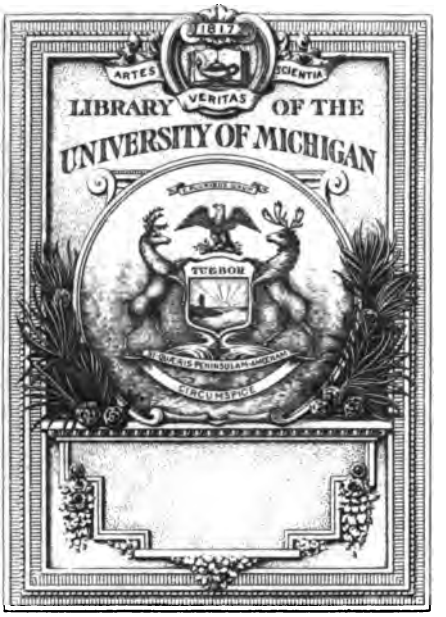
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Division of Educational Extension

Library Service

Washington
Government Printing Office
1919

PROBLEMS OF READJUSTMENT

WITH this issue FOOD NEWS NOTES FOR PUBLIC LIBRARIES passes to the Division of Educational Extension of the Bureau of Education, Department of the Interior, under a new name—NATIONAL LIBRARY SERVICE.

The ending of the active stage of the war alters somewhat the scope of this periodical. There are still war messages of the Government to be transmitted to the people through the libraries, such as the need for the large production and saving of food, the continuance of thrift stamp and Liberty Loan campaigns, and the generous support of the Red Cross and other agencies ministering to our victorious soldiers and sailors at home and abroad. New problems, however, arise with the approach of peace, and to the solution of these also the libraries must lend their aid. The rehabilitation and placement of our returning soldiers; the reclamation of waste lands as a heritage with which to endow them; the furtherance of measures of our Government to prevent the recurrence of the scourge of war; above all, active aid in support of movements to assist our "melting pot" in casting out the slag of alienism and disloyalty, and fusing foreign born and native born in a single, homogeneous, progressive American stock—these are some of the new services for which NATIONAL LIBRARY SERVICE bespeaks the active aid and support of the libraries of America.

The Division of Educational Extension has for its purpose the direct service of the public in educational ways, and especially through cooperation with State university extension organizations in making more available the educative resources of the Government which are less widely known than they deserve to be. In both undertakings it asks the active aid of the librarians of America, to whom this periodical is addressed.

J. J. PETTIJOHN,
Director, Division of Educational Extension.

January, 1919.

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NATIONAL LIBRARY SERVICE

N. L. S. stands for National Library Service, created in recognition of the war service performed by the librarians of the United States and in acknowledgment of the necessity for a progressive readjustment.

Its main purpose will be to connect libraries more closely with their communities, to the end that individuals may look to their town or city libraries for current as well as historic information, and that librarians may be alive to the needs of the hour and alert to advertise information that will give the background of knowledge necessary to produce intelligent action.

The service will aim to be a clearing house for organizations and departments with a message for the public which can be appropriately delivered by librarians. In short, the Washington office will endeavor to give for the libraries a survey of that field of service which makes for better American citizenship.

An Information Bureau.

The Service will act as a library information bureau for the Division of Educational Extension.

Library.

Books, pamphlets, bibliographies, and distributive material of interest to libraries from various Government departments, will be assembled in the main office.

Current topic bibliographies.

Publishers will be requested to furnish this office with books on timely topics which the Division of Educational Extension wishes stressed, and short bibliographies of those approved will be prepared.

Community cooperation.

Ways of cooperating with the community will be suggested.

Bulletin.

A bulletin will be issued with one leading article and a digest of Government activities, leaving it to the initiative of the librarians to stress that which is of interest and importance to his patrons.

Office machinery.

The office machinery lines up as follows: Chief of the Library Service and office force; a chief of Library Extension Service in each State. The Chief of the Service in Washington will have a consulting committee and the State Directors will also have such committees.

Headquarters for library information.

Librarians wanting information about Government activities will have a headquarters for such information.

NOTICE

LIBRARIANS EVERYWHERE ARE REQUESTED TO SEND QUESTIONS AND SUGGESTIONS. TELL US HOW HEADQUARTERS CAN BEST SERVE YOU; WHAT YOU WOULD LIKE WRITTEN ABOUT IN THE BULLETIN, ETC. ADDRESS LIBRARY SERVICE, ROOM 6008, NEW INTERIOR BUILDING, WASHINGTON, D. C.

THE LIBRARY AND THE EXTENSION DIVISION

Mary B. Orvis

THE librarian and the university extension worker have fundamentally the same common purpose and many common problems. The Division of Educational Extension is created to serve both institutions. If this Division can help them to cooperate with each other, it will have greatly increased the influence of each.

Formerly both the library and the university were organized on the repository idea and the public was expected to seek them out. But the twentieth century ushered in a new and more democratic era—an era of educational extension. In the libraries this movement took the form of circulation and branch library service; of public lectures, and of hospitality to all sorts of community and civic committees. In the universities it took the form of university extension, which means the extension of the resources of the university to all the people of the State rather than to the few who can attend as resident students.

The devices for taking the university to the people are: CORRESPONDENCE STUDY, in which the student prepares his papers under the guidance of a distant instructor, who corrects them and returns them to the student; CLASS STUDY, in which a university instructor meets a group in some town away from the university once a week; promotion of PUBLIC DISCUSSION and debate through outlines, bibliographies, and "package libraries" sent out to schools and women's clubs and civic organizations; and PUBLIC-WELFARE SERVICE, which embraces such activities as public health, community center, and child-welfare promotion, the lending of lantern slides, films, charts, and exhibits of all sorts for visual instruction, the holding of special conferences for the consideration of public problems and the publication of bulletins and reports of special and general interest.

The university needs the cooperation of every librarian in the State if it is to put across its courses of study and its messages for the promotion of the common good. It needs the library's bulletin board for its announcements, the reference shelves for its texts and assigned readings, the reading rooms for its publications, and the assembly rooms for its lectures and class recitations. It needs the services of the librarian herself as a guide to people who want to know how and where they can receive the best instruction. And it has the right to ask such services of any librarian who is, like the university worker, a public servant.

The librarian needs the university no less. Every extension worker can be, and generally is, a booster for the library. University study implies the constant use of the library in the city in which classes are held or correspondence courses are given. The extension instructor generally sends his lists of texts and references to the librarian before the first meeting of his class, and when he meets his class he resorts to the good old academic custom of giving out an "assignment." The assignment takes the student, and generally some of his friends, into the library.

State departments, such as the industrial, public health, public instruction, charities and corrections, parks and recreations, and legislative reference, have much valuable data with which librarians should be more familiar, and they also have propaganda which the libraries can effectively supplement. The University Extension Division acts as a clearing house for this kind of information. It is particularly qualified to undertake effective popularization of publications and reports that are too technical to be widely read, yet are of great public importance.

Many of the universities have the package library, an instrument for the promotion of intelligent public discussion, with which every librarian should be familiar. The "package library" is a collection of pamphlets, bulletins, reports, magazine and newspaper articles; in short, the latest material selected from a chosen field of subjects instead of the whole field of current questions. It

assembles in a compact collection, as easily carried as a book, published material that could only be laboriously collected by a general librarian with immeasurably large resources. In many States it has helped materially in the promotion of clarifying discussion of such subjects as woman's suffrage, Government ownership, immigration, prohibition, the Monroe Doctrine, and, more recently, a League of Nations and universal military service.

These little libraries have been immensely popular. Some extension divisions receive several hundred calls a month for them, often having as many as a hundred demands for libraries on a single subject that is up for legislation. The public library is the logical local representative of the State extension division public discussion bureau, and the librarian who wishes to do her utmost to stimulate and guide intelligent discussion will gladly avail herself of this service.

THE PRESENT AND ALL THAT IT HOLDS BELONGS TO THE NATIONS AND THE PEOPLES WHO PRESERVE THEIR SELF-CONTROL AND THE ORDERLY PROCESSES OF THEIR GOVERNMENTS; THE FUTURE TO THOSE WHO PROVE THEMSELVES THE TRUE FRIEND OF MANKIND.—WOODROW WILSON.

OUR GREAT PRESIDENT SAID IN ONE OF HIS RECENT SPEECHES: "IT IS NOT ONLY DILIGENTLY TO PURSUE BUSINESS, BUT ALSO TO SEEK THIS SORT OF COMRADESHIP, THAT I FEEL IT IS A PRIVILEGE TO HAVE COME ACROSS THE SEAS."

THAT INDEFINABLE SOMETHING THAT WILL LEND STABILITY TO OUR PURPOSE AND THAT WILL INSURE LASTING RESULTS FOR OUR ACTION IS THE SENSE OF COMRADESHIP THAT WE GET FROM KNOWING OUR FELLOWS.

THE LIBRARY'S NEWSPAPER

The Bulletin Board is the Library's newspaper, and its skillful editing is a task worthy of quite as much consideration as the keeping of the accession book.

Each librarian will necessarily edit his bulletin according to the requirements of his neighborhood, but there are certain fundamental principles underlying all bulletin editing:

(1) Verification of a statement's validity.

(2) The present value of news items.

(3) Methods of presenting material.

1. It goes without saying that a statement must be backed by responsible authority; it is wise, therefore, to quote the source of any posted information.

2. The fact may be of interest because of historic, economic, or scientific value attached thereto, but if unrelated to the present it does not belong on the Library Bulletin Board. Skillful editing often permits the use of what could otherwise appear pointless incidents unrelated in any way to modern affairs, for instance:

"THE BRAVEST OF THESE ARE THE BELGAE." JULIUS CAESAR, B. C. 57.

"THE BELGIAN ARMY FIGHTING ALONE FIRST BROKE THE INVADERS' AUDACIOUS INITIATIVE." ALBERT, 1918.

(Ask at the Circulating desk for Albert's great speech to his people.)

DECEMBER 28—WILSON CALLS FOR UNIVERSAL BROTHERHOOD.

(See current interest table.)

It is the librarian's duty to see that on a table or shelf, with sign "Of current interest," are displayed books of Wilson's speeches or pictures or volumes relating to the recently liberated countries.

3. A good heading for the board should be chosen—not "Bulletin Board," but "Library Newspaper," or "Read the news," etc. The board itself should be clean and attractive. Framed cork carpet with a wood backing, mounted on a standard after the manner of an old-fashioned fire screen, proves a satisfactory board and can be placed where it is most needed. This place should not be arbitrarily changed, as the public will form a habit of looking for the news in the same spot. Under this heading a few pertinent points may be briefly noted:

A. Proportion of board: Never plan a square bulletin board; 3 by 5 represents an agreeable proportion, the width being less than the height. If the greater length comes horizontally there is danger of too many words to a line if a lettered sign is used. No lettered line should be over four or five words to a line.

B. Too many notices on the board are worse than none at all. Out-of-date matter is inexcusable.

C. Constant change of appearance is good. This can be achieved by use of cut-out illustrations, photographs, maps, etc. Occasionally the appearance of the board can be changed by covering it with a large sheet of plain colored paper. Any librarian with ordinary ability can learn to letter and she will find this art invaluable.

D. LETTERING TOOLS:

T square,
Triangle,
Soft pencil,
Show card painter's brush (5 and 10 are good sizes).
Show card painter's ink.

Outline letters with pencil; use the edge of the brush for fine lines, flat surface for broad lines. Don't buy expensive paper. Wall paper, wrapping paper, or book-covering paper will answer.

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E. Do not choose a highly ornamental alphabet.

If you can not afford a lettering book or a sign-painter's manual, copy alphabet from a child's primer.

Always letter between ruled lines.

F. Emphasis.

Emphasize important words and lines by making them darker and giving them plenty of space.

Emphasis comes best at the top. There should not be over one emphatic point.

G. Arrangement of words.

Watch margins and avoid too many indentations.

Consider the effect from the point of view of pictorial composition.

H. Color.

Never use more than two colors at a time.

I. Matter.

Finally and always minimize your matter to the essence of your message and remember that the point of view of the majority of the public rather than the librarian's private sentiments must be put forth.

J. A stock list of bulletin board subjects should be at hand for times when daily news has no pertinent appeal.

For instance: Subjects for debates, with briefs; neighborhood history, industries, and points of interest; notices of lecture courses offered and all educational and recreational opportunities free to the public. For some time notes about men of the neighborhood who fought in Europe, the decorations they received, etc., will be of compelling interest.

Study courses that open the door on live issues will be welcomed by individual students and clubs. The public is ready to

grapple with such subjects as the League of Nations, Freedom of the Seas, the Czecho-Slovaks, Government Ownership of Railways, Trade Opportunities in Siberia and South America. Call to your aid in making these outlines local experts, the State university and university extension workers. Let the Bulletin Board carry a suggested study course that invites the community to find out why the world goes around.

IN THIS COUNTRY WE ARE IN A FAIR WAY TO DEVELOP WHAT WE CALL THE COMMUNITY SPIRIT AND NOW THAT "A GREAT TIDE IS RUNNING IN THE HEARTS OF MEN," NOW IS THE TIME TO GO WITH THAT TIDE TO LET IT SWEEP US TOGETHER INTO A COMRADESHIP THAT WILL THINK NOTHING GOOD THAT IS GOOD FOR ONE AND EVIL FOR ANOTHER.

THE ONENESS OF PURPOSE WHICH WE HAVE DEVELOPED, THE ONENESS OF ACTION WE HAVE BROUGHT ABOUT IN HELPING TO WIN THE WAR, MUST BE TURNED TO HELPING MAINTAIN A JUST AND LASTING PEACE.

THE TRANSITION FROM WAR TO READJUSTMENT AND PEACEFUL PROGRESS SHOULD BRING NO GREATER SHOCK THAN IS EXPERIENCED IN WALKING FROM ONE CAR TO ANOTHER OF A MOVING TRAIN. IF WE JUMP OFF THE SHOCK MAY KILL OR MAIM US, BUT THE TRAIN WILL GO ON JUST THE SAME.

INTRODUCTORY STATEMENT

THE library of to-day must be a workshop where each member of the community will find the proper tools ready to hand whether his work is pigs or pig iron, oranges or maple sugar. The library that is not fitted to the community and does not have its resources in workable reach is a mere mausoleum of books and a filing cabinet of bulletins. Nor can libraries be cut to a pattern, for no two communities have the same index number, and the true librarian will find the index number of his community and fit the library to that number.

We wish to help you in this work of hooking up the library to the community. The Government publishes a wealth of material touching every phase of American life, and this you can have for the asking, but to file it all represents a waste of time, space, and print. Florida is busy with oranges, celery, and tick eradication, but cares nothing for sugar maples; Iowa is in the corn belt and cares nothing for oyster beds.

This bulletin will attempt a brief digest of current Government activities and will suggest timely topics for library publicity. Furthermore, we shall tell where additional material may be found, leaving it to your initiative to obtain the documents needed in your locality.

Librarians may cooperate by giving publicity to any of these Government items which appeal. It might be a good idea to have different days for the different departments. For instance, Treasury Day, when thrift books could be on the shelves near the bulletin board; Labor Day, when books on building construction could be displayed.

For further information on any of the activities noted, write the various departments or the National Library Service, Division of Educational Extension, Department of the Interior, Washington, D. C.

AGRICULTURE

The Library a Community Pivot.

The community is the center around which construction and reconstruction hopes to build, and the League of Nations is in reality an extended community. In your narrow confines the library and the school are pivotal in Government plans for community growth. The Department of Agriculture, for instance, seeks to reach the specific needs of each locality through the States Relations Service.

The target of the present campaign is a Farm Bureau in every county and a home bureau in every town, with county agents, home demonstration agents, and leaders of girls' and boys' clubs. But the agent is one who acts for the people, clearing the way for local leaders to satisfy local needs. The library can furnish information to such leaders, suggest movements, and direct work through the proper channels—that is, make the agent necessary and assist all forces directed toward the social and economic development of the community.

The County Farm Bureau.

A county farm bureau is an institution for the development of a county program of work in agriculture and home economics, and for cooperating with State and Government agencies in the development of profitable farm management and efficient and wholesome home and community life, for man, woman, and child. It is organized agricultural democracy, by means of which farmers and their families express themselves concerning all matters relating to the advancement of agricultural, home, and community life.

The Home Bureau

A city home bureau is an organization for the development of a city program of work in home economics furthered by city women with the cooperation of the municipal government and extension division of the State agricultural college and the United States Department of Agriculture. Such an organization is the outgrowth of the Government's recognition of home problems in war time and the service the home may render in winning the war. This recognition was expressed August, 1917, by the passage of the Emergency Food Production Bill, making available under certain conditions for city as well as country women the services of resident home demonstration agents and of State-wide organizers and specialists in home economics, for home economy and for food production and conservation as a means for winning the war.

For leaflets, bulletins, and further information address A. C. True, States Relations Service, Department of Agriculture, Washington, D. C.

AMERICAN LIBRARY ASSOCIATION

Special measures should be taken to bring the best books, pamphlets, and periodicals about the various professions and occupations to the attention of returning soldiers, sailors, and war workers seeking work.

The Library War Service of the A. L. A. has offered to supply to public libraries at cost, in any quantity, the 24 vocational book lists now being distributed in camps and hospitals, on transports, and overseas. These lists, which give popular annotations on an average of six titles for each vocational subject, direct the men to the War Service Libraries, and, after discharge, to the public libraries.

The librarians should familiarize themselves with the function and location of the office of the United States Employment Service in order to give information to patrons who wish to be directed.

CIVIL SERVICE

While the present is not the best time to seek employment in the Federal civil service, for the reason that that branch of the Government was abnormally expanded to meet war conditions and is now being reduced, yet in an organization of such vast size and extent changes are constantly occurring, and some recruiting must be done at all times.

Information concerning examinations which are pending for the Federal classified civil service, and in connection with civil service generally, may be had at any time by applying to the secretary of the local board of civil service examiners at the post office or customhouse, or by writing directly to the United States Civil Service Commission, Washington, D. C.

For information concerning positions which are not classified under the Federal civil service law, application should be made to the head of the office in which the position is sought.

Note to Librarians.—See that you have the best Civil Service Manuals easily accessible to the public.

COMMERCE

The librarian will find the business man of to-morrow—the high-school student—keenly interested in much of the material the Department of Commerce has to offer. And the young scientist will grow enthusiastic over the achievements of this department; for instance, the tidal-predicting machine, the protection of seals and foxes in our Alaskan territory, or how heat, light, electricity, pressure, and power are measured.

Use your Government, for it offers a wealth of material that, if properly used, can make the dead matter of the textbook come forth and live to bear fruit in community development and business opportunity. Send for the little booklet, "The Department of Commerce." Study the field covered and your community to discover the points of contact. Then call on this department for specific material.

FOOD ADMINISTRATION

Just before sailing for Europe Mr. Hoover said to the librarians of America: "We count on you to give a prominent place to all printed words which will help explain the imperative food needs of the world and to inform the American people of the work before them. Your task is one of great responsibility, for these are times when no loyal American who knows his duty will fail to do it."

The Food Administrator for America has become also Director General of European Relief. What our part will be he has not yet specifically told us, but there is never need of our marking time.

In the brief period when active marching orders are lacking it is our duty, as well as our opportunity, to bulletin for our patrons the current food news of the world and to urge study of the history, industrial conditions, and manners and customs of the recently liberated countries. The people of Finland, the Baltic States, Serbia, Jugo-Slavia, Poland, Roumania, Bulgaria, Armenia, and Czecho-Slovakia are in sore need. We do not know when nor for what Mr. Hoover may call upon us, and we want to help, but are we ready? We are, if those countries mean more than a green, pink, or yellow space on the map. It is our job now to get a sympathetic understanding of those peoples who may be associated with us in a League of Nations. Mr. Hoover now counts on us to get for ourselves and our patrons the knowledge that will fit us to serve when he needs our service.

INTERIOR

To Extension Workers.

While this magazine service is conducted primarily for librarians, many of the suggestions, articles, and bibliographies aim at the promotion of a better understanding of current public questions. The publication, therefore, should be of great value to the staff of every University Extension Director, particularly to the Department of Public Discussion and General Information Bureau.

To Librarians.

Know Your University Extension Division.

Librarians will benefit greatly by a close acquaintance with the work that is being done in the extension divisions of their States other than agricultural, and with the resources that those divisions offer to libraries. Especially should they get into touch with the directors and bureau chiefs, whom they will find most anxious to cooperate.

LABOR

Division of Public Works and Construction Development.

Secretary William B. Wilson announces the formation of a Division of Public Works and Construction Development. A number of economists have been engaged to make careful investigations into the supplies and costs of building materials, amount and cost of labor and other factors affecting building. The building industry is considered pivotal, and although no effort will be made to stimulate building for which there is not sound economic reason, information regarding building will be collected and disseminated for persons interested in the industry. For information address Franklin P. Miller, 16 Jackson Place, Washington, D. C.

PUBLIC INFORMATION

The OFFICIAL UNITED STATES BULLETIN, created by order of the President during the war emergency, has been obliged, since the signing of the armistice, to curtail its free mailing list except to the diplomatic representatives of foreign countries in the United States, all Government officials and Government departments, and to the larger public libraries and chambers of commerce and boards of trade throughout the country. The paper is sent to these last named with the distinct understanding that it is to be kept on file by them and at all times accessible to the public.

RED CROSS

Relief and Readjustment work we have always with us, and the Red Cross is our agent. The American Red Cross is cooperating with foreign commissions now at work in France, Belgium, Italy, Greece, Serbia, and the Balkans.

Note to the Librarian.—It is not enough to read the Red Cross magazine. Sympathetic understanding is based on familiarity with conditions in the recently liberated countries; therefore, advertise to your public, books dealing with history, manners, and customs, and present conditions of those countries in which the Red Cross Commissions are active. Bibliography of Red Cross publications may be had on application to National Library Service.

TREASURY DEPARTMENT

The United States Government has undertaken during 1919 a general educational program on thrift. Americans were pre war wasters. Under the pressure of the war they acquired habits of thrift. To nationalize and perpetuate this newly acquired thrift habit is the task to which the United States Government, through the Treasury Department, has set its hand.

The sale by the Treasury of War Savings Stamps and Thrift Stamps will be continued throughout 1919. The actual handling of such sales, which offer a convenient and attractive method to the American people for wise buying, sane saving, and safe investment, will be taken care of by the governors of the twelve Federal Reserve Bank Districts. They, in turn, will be aided in their work, especially in an educational way, by the newly organized Savings Division of the Treasury Department, the members of which are educators, economists, and financiers.

The thrift educational program will reach every line of endeavor. Every community will feel the inspiration. The benefits of thrift will reach the man in the office, the man in the factory, the woman in the home, and the school child in the class room.

That continued thrift by the American Nation is necessary is universally recognized. The United States has many tasks to complete in Europe and hundreds of thousands of American soldiers to return to their homes. The American Army of Occupation must be maintained and comfortably clothed and fed. Much of the money to put through these and other projects, it is hoped, will be raised through the sale of War Savings Stamps

Thrift helped us win freedom. Without thrift we can not preserve freedom. From the bottom up, from the top down TOGETHER we must continue to practice THRIFT.

The United States Treasury is your agent on the thrift job. Any post office or bank will sell you stamps, and remember that a War Savings Stamp is a safe, sane investment and pays good interest.

Benjamin Franklin "Thriftograms."

Gain may be temporary and uncertain, but expense is constant and certain.

Beware of small expenses; a small leak will sink a great ship.

He that waits upon fortune is never sure of a dinner.

Look before or you'll find yourself behind.

Every little makes a mickle.

Save and have.

VOCATIONAL EDUCATION

Division of Rehabilitation.

On November 29, 1918, President Wilson wrote: "This Nation has no more solemn obligation than healing the hurts of our wounded and restoring our disabled men to civil life and opportunity. The Government recognizes this, and the fulfillment of the obligation is going forward fully and generously. The medical divisions of the War and Navy Departments are rendering all aid that skill and science make possible; the Federal Board for Vocational Education is commanded by law to develop and adapt the remaining capabilities of each man so that he may again take his place in the ranks of our great civilian army. The cooperation and interest of our citizens is essential to this program of duty, justice, and humanity. It is not a charity. It is merely the payment of a draft of honor which the United States of America accepted when it selected these men and took them in their health and strength to fight the battles of the Nation. They have fought the good fight; they have kept the faith; and they have won. Now we keep faith with them, and every citizen is indorser on the general obligation."

LIST OF STATE UNIVERSITY EXTENSION DIVISIONS AND DIRECTORS.

University of Arkansas	Fayetteville, Ark	B. C. Riley.
University of California	Berkeley, Cal	Leon J. Richardson (acting).
University of Colorado	Boulder, Colo	Loran D. Osborn.
University of Idaho	Moscow, Idaho	L. W. Fluharty.
University of Indiana	Bloomington, Ind	F. W. Shockley (acting).
University of Iowa	Iowa City, Iowa	O. E. Klingaman.
University of Kansas	Lawrence, Kans	Harold Ingham (acting).
University of Kentucky	Lexington, Ky	F. L. McVey (president).
University of Maine	Orono, Me	Robert J. Alev (president).
State Board of Education	Boston, Mass	James A. Moyer (Ext. Dir.).
University of Michigan	Ann Arbor, Mich	W. D. Henderson.
University of Minnesota	Minneapolis, Minn	Richard R. Price.
University of Missouri	Columbia, Mo	Charles H. Williams.
University of Montana	Missoula, Mont	N. J. Lennes.
University of Nebraska	Lincoln, Nebr	A. A. Reed (acting).
University of North Carolina	Chapel Hill, N. C	Louis R. Wilson.
University of North Dakota	Grand Forks, N. Dak	George Wilson.
University of Oklahoma	Norman, Okla	J. W. Scroggs.
University of Pittsburgh	Pittsburgh, Pa	C. B. Robertson.
University of Pennsylvania	Philadelphia, Pa	W. D. Mead.
University of South Carolina	Columbia, S. C	Reed Smith.
University of South Dakota	Vermilion, S. Dak	R. L. Slagle (president).
University of Tennessee	Knoxville, Tenn	Dean Ferris (in charge).
University of Texas	Austin, Tex	E. D. Shurter.
University of Utah	Salt Lake City	F. W. Reynolds.
University of Virginia	University, Va	E. A. Alderman (president).
University of Wisconsin	Madison, Wis	Louis E. Reber.

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DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION
Division of Educational Extension

NATIONAL LIBRARY SERVICE

Washington
Government Printing Office
1919

To the Librarians of the United States:

In their relations with the public librarians enjoy the unique position of being able to direct large numbers of people to information regarding the various activities of the Government. The Department of Agriculture welcomes the cooperation of all librarians in their effort to [illegible] the results of its investigations and its service upon the many lines of subjects which are briefly outlined in this circular.

I take this occasion to congratulate the librarians of this country upon the service which they so efficiently rendered during the war and to express my appreciation of their active cooperation with this department. I hope the new and old contacts made may be continued and the work strengthened and extended.

Sincerely, yours,

CLARENCE OUSLEY.
Assistant Secretary of Agriculture.

FEB., 1919.

YOU AND YOUR GOVERNMENT.

One hundred years ago and more America and much of Europe were mainly concerned with the making of constitutions and the assembling of the machinery of Government. As the nineteenth century swept to a close we find this machinery running smoothly and the activities of our Government drawing closer to the affairs of the people. "Judicial, Legislative, and Executive" were cold abstractions to the average man, but Agriculture, Mining, Forest Reserves, Fisheries, and Parks, were human and understandable. That John Smith should be elected to Congress was mainly John Smith's affair, and high tariff or low tariff largely a matter of party politics; on the other hand, that the wild swan should continue to nest in the marshes of Virginia and the oyster beds be protected; that New Orleans be cleared of rats, and California of ground squirrels—this was understandable human service and touched the health, prosperity, and happiness of the whole community.

As the twentieth century advances we find these great machines of Government, no matter where they exist—Washington, Paris, London, or the antipodes—reaching out more and more into human affairs. Australia moves her young people to and from consolidated high schools over federally run railroads, and New Zealand is ready to finance and plan a home for young couples. The Department of Commerce in Washington will find the leak in your industrial plant and will advise on how to make it a going concern. The Department of Agriculture will send a man to locate the worm that cuts your young cabbage, or hunt down the red spider when the leaves curl and the oranges fall.

Our taxes maintain a very expensive Government plant in Washington, and it is good business to use it. That, however, is up to us. The service is democratic; it is for the people, but also of the people. The call for help must come from the State and community. The more these resources are used the more helpful the Government will become and the nearer it will approach the solution of our simple human needs. A machine it must be, but if the people do their share it can be a machine pulsating with the heart of America, answering the needs of the twentieth century.

What does this mean to the librarian in her world of books? Will she be merely a cataloguer of the hopes and fears of this "new day," with its bright promises and dark threats?

Never did patriotism say more sternly to each American, "See to it that no harm come to the State." The librarian, surely, has a part in the making of democracy. She is a necessary link between the needs of the people and the resources of the Government. But sh

must first know her problem, and the National Library Service can furnish no magic formula.

Let us suppose a poorly paid librarian, perhaps not trained but with plenty of common sense, starts out to study her library. "This is not the Library of Congress nor the State library," she says, "but the public library of Farmville, in Prince Edward County, supported by my people's money. It ought to be their tool house, the workshop of the community; their needs come first, and a set of Greek plays or the life of Confucius later—very much later!"

Good! Then she is ready for a walk about the town and miles into the country to study these needs of her own people and discover just where the library can give practical aid. If she walks with an open heart the scales will fall from her eyes and she will see her community as it really is and all the glory of the commonplace.

Mrs. Brown's fretful complaint that she can't sell her head lettuce, Mrs. Stanley's story of the sparrows and her wax cherries, and the gloomy struggle of the farmers with tobacco worms—why, these things matter tremendously. They make all the difference of money and comfort and happiness, and perhaps a chance to read Greek plays. Somewhere in the Department of Agriculture is the answer to these questions, somewhere in Washington the solution of many problems her community is up against, and the library can be the go-between.

With the help of the Bureau of Forestry she might have saved the magnificent elms of Main Street and the whispering aspens of High Street. A photograph exhibit down town and a road-building movie would have helped the good roads crowd. And the pig club and the calf club projects of the banks, and the women in their struggles for a community cannery—why the Government has a wealth of pictures, bulletins, and first aids on just these things.

The librarian drops down out of breath at the top of a high hill to struggle with the idea. Below her lies the little town and beyond the encircling hills. The sunset light brings a magic of color, but the old story is new to her to-day.

Has there ever been a soil survey of Prince Edward County, and what did it tell? Around her are fields grown up in scrub pine, yellowing in a soil burnt out by a hundred years of tobacco. The hillsides are gashed with gullies redder than an Indian pipe; at the foot the muddy little river struggles with these washings toward Chesapeake Bay, and there the Government is ever busy dredging from the bottom this wealth of Prince Edward County.

What is the answer to it all, she wonders. It must be found and she must help the Government, for democracy is at stake. A Government rich in resources and a people intelligent to use these resources is her answer; intelligent use of Government resources that [illegible] of her own people.

The sun is gone and against the clear horizon dim mountains lift their crests and a flight of winged clouds slide down the sunset sky; the librarian has lived through a great moment.

THE DEPARTMENT OF AGRICULTURE.

From time to time brief digests will be given of the activities and interrelationships of Government bureaus and departments as they concern libraries.

The need for this sort of information has been emphasized, not only by requests from librarians all over the United States, who address the Department of Agriculture when they should address the Department of Labor or the Department of the Interior, but added emphasis has been given by numerous remarks made by most capable Government officials. "We can not tell what they are doing on the next floor; we're so busy getting ahead with our own work," said one of the ablest librarians in a big Government department. If this is true of people on the spot, one can not wonder at the lack of information of those at a distance with regard to the functions and relationships of Government bureaus and their myriad subdivisions. Though this is an age of specialists, each specialist should have more than a mere dictionary-definition knowledge of his brother specialist's work and its possibilities along the line of reciprocal relations.

The person who wishes information regarding the dairy industry should appeal to the Bureau of Animal Industry; the person wanting information about forage plants, to the Bureau of Plant Industry; and the man who desires to learn about farm organization or farm accounting, to the Officer of Farm Management. These and many other branches all come under the big heading, AGRICULTURE; but Agriculture means to so many people merely sowing and reaping, that a very brief story of the activities of this wonderful department will be helpful to those who wish to avail themselves of the information our Government aims to place in our hands.

The librarian of the Department of Agriculture welcomes questions, and the following brief story of the various bureaus will perhaps lead to a more extended use of the information the library of the department is ever ready to pass on.

The following publications, which can be consulted in any large library, are the basis of all agricultural collections:

The latest Year Book of the Department of Agriculture.
Agricultural Index—H. W. Wilson Co.
The Weekly News Letter.

ANIMAL INDUSTRY.

The Bureau of Animal Industry conducts regulatory work, field investigations of wide scope, and experiments, with resulting printed information, along lines of animal industry. Some of its special functions are the eradication and control of animal diseases; Federal meat inspection; inspection and quarantine of imported animals; encouragement of the live-stock business by instruction and demonstration; community development through field agents; investigations of the manufacture and handling of all dairy products, including butter, cheese, and ice cream; investigations of city milk supplies and of ways and means of producing and handling mil

superior quality. Several farms are maintained for the study of practical problems in feeding and breeding.

This bureau has some 5,000 photographs dealing with the principal branches of its work, which are available either as prints or in the form of lantern slides. A few groups have been made up into illustrated lectures; for each of these there is a syllabus printed. Some of these lectures are on "Cow testing," "Making farm butter," "Cottage cheese," etc. Much of this work is handled through the States Relations Service. It is possible to furnish slides on practically every phase of animal industry, and slides not accompanied by lectures will on request be given good legends so that the lecturer can tell exactly what they mean. Responsible people may borrow them by paying express or mailing charges. Address requests for publications covered by the subject headings to the Chief of the Division of Publications, or to the Chief of the Bureau of Animal Industry; address requests for slides and lectures to the Chief of Bureau of Animal Industry and they will be referred to the proper office.

BUREAU OF BIOLOGICAL SURVEY.

This bureau has charge of the work which has to do with the relation of wild birds and mammals to agriculture; the control of injurious species, and the conservation of those beneficial or harmless. It studies the food habits of wild birds and mammals to secure information on which to base legislation protecting them or authorizing their destruction; experiments in fur farming; conducts trapping and poisoning operations against injurious rodents and predatory animals on national forests and other public domain, and, in cooperation with State extension departments and other State organizations, organizes campaigns on private lands to prevent depredations on crops and live stock; makes biological surveys of States and special areas, studies the migration of birds and geographical distribution of wild animals and plants, and maps the natural life zones of the country; administers Federal laws relating to interstate commerce in game and for the preservation of game and other migratory birds; regulates the importation of foreign wild birds and mammals; and administers national mammal and bird reservations.

The work of eradicating injurious rodents has resulted in an enormous saving of food crops, more than 3,500,000 acres of Government lands having been freed of prairie dogs and over 13,000,000 acres of private lands having been treated in the year 1918 with poisoned grain to destroy rodent pests. When injurious animals, such as jack rabbits, are fit for food, effort has been made to kill them for market; in this way 25,000 of these animals were shipped to market from one small community. In the Northwest a very injurious mole has been consistently trapped, and as a valuable by-product in cooperative campaigns for crop protection, pelts valued at $50,000 have been sold. The destruction of wolves, coyotes, and other predatory animals has saved great numbers of sheep, cattle, and other live stock, and the proceeds from the sale of skins secured by Government hunters are turned into the Federal Treasury.

On the 74 national mammal and bird reservations, which include 5 big-game preserves for elk, antelope, bison, and deer, as well as birds, natural conditions for each are maintained so far as possible,

The publications of the bureau include contributions to the technical and popular series of the bulletins of the department; the series of technical studies of wild life and the results of the biological surveys of areas, under the title "North American Fauna"; and annual summaries of the game laws of the United States, Canada, and Newfoundland, and of the laws relating to fur-bearing animals, besides an annual directory of officials and organizations concerned with the protection of birds and game. These and other publications related to the subject may be obtained on application to the Chief of the Division of Publications or the Chief of the Bureau of Biological Survey.

CHEMISTRY.

The Bureau of Chemistry, in addition to detecting frauds punishable under the food and drugs act, cooperates in helping solve problems concerning practically every other bureau in the Department of Agriculture.

The technical war work of the bureau ranged from the analysis of garbage in cantonments to the supervision of chemical plants manufacturing war materials. For the purpose of stimulating food production during and after the war the work of the bureau was shaped as follows.

The prevention of spoilage and waste in the handling of poultry and eggs; the stimulation of the production of sea food; the stimulation of the consumption of fish and the prevention of spoilage in the transportation of fish to market; the prevention of dust explosions and fires in mills, elevators, and threshing machines in order to conserve grain; the stimulation of the industry of dehydrating fruits, vegetables, and fish in order to conserve perishables. The feasibility of canning fish hard frozen immediately after capture has been investigated with a view to determining whether by this means canning operations might be made more continuous, especially in localities with a warm climate, such as the coast of the Gulf of Mexico. Plans are being made to establish freezers at suitable places on the Gulf of Mexico, to prevent gluts due to heavy catches, and to insure an even distribution of fish, as well as its better condition on arrival at the market.

A general fire and explosion prevention campaign has been carried on in order to reduce the great losses due, in many instances, to lack of knowledge on the part of employees. At meetings held in various parts of the country, mill and elevator owners and employees were shown, by means of moving pictures, lantern slides, and miniature dust explosions, the danger of dust explosions and fires, and were made acquainted with the circumstances under which they occur.

The bureau has cooperated with the Post Office Department in helping to secure fraud orders against a number of concerns marketing through the mails preparations with fraudulent medicinal claims.

Chemical laboratories are located in the following cities, to which samples collected by authorized inspectors of this Department of Agriculture, food and drugs, are submitted for analysis, and where information concerning the enforcement of the food and drugs act may be obtained: Baltimore, Md.; Boston, Mass.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Denver, Colo.; Minneapolis, Minn. New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Loui

Mo.; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; Seattle, Wash.

Publications prepared by the Bureau of Chemistry can be secured on application to Chief of the Division of Publications of the department.

THE BUREAU OF CROP ESTIMATES.

"This bureau issues the Government crop reports. In a sense this bureau is a form of farmers' cooperation, wherein each farm crop reporter gives information about his locality and in return receives information about the entire country, the bureau acting as a clearing house for such cooperative exchange." The farmers are benefited by the department's crop report, by being kept informed of crop possibilities outside of their own immediate districts, and, because the reports of the Government are disinterested and unbiased, they tend to prevent the circulation of false or misleading reports by speculators. Prompt and reliable information regarding crop prospects is very valuable in the conduct of commercial, industrial, and transportation enterprises. The data for these reports relate to the condition and acreage of each of the important agricultural products and begin with the planting season. At harvest time the yields per acre are tabulated.

Figures on which the estimates are based are obtained through a field service consisting of a corps of paid field agents and crop specialists and a very large body of volunteer crop reporters, composed of the following classes: County reporters, township reporters, individual farmers, and several lists of reporters for special inquiries.

The final crop estimates are made each month by a crop-reporting board, composed of the chief of the bureau and five members, chosen from the statisticians and officials of the bureau and from field agents and crop specialists, who are called to Washington for the purpose. The personnel of the board is changed each month. While the board is in session no one is allowed to enter or leave the office and all telephones are disconnected.

The bureau has a library in which may be found the agricultural reports of practically all countries issuing such reports, and a fairly complete collection of the reports of the exports and imports of each foreign country. The collection of reports on agriculture and live stock of foreign countries is practically complete and they have been translated into American units.

The services of this bureau are at the disposal of any librarian who needs accurate information with regard to crop and live-stock statistics of the United States or of foreign countries. The librarian can help to give publicity to these important data by bulletin notes; for instance, "Do you know how many bushels of peanuts your county has raised?" or "Do you know which State produces most wheat, cotton, apples, horses, sheep?" etc. The monthly Crop Report and the Field Agents' Handbook of Agricultural Statistics may be had by libraries free on application to the Bureau of Crop Estimates or the Division of Publications, United States Department of Agriculture, Washington, D. C.

THE BUREAU OF ENTOMOLOGY.

This bureau studies insects with special reference to methods of control, experiments with the introduction of beneficial insects, makes

tests with insecticides and insecticide machinery, conducts investigations in bee culture, and identifies insects sent in by inquirers. It maintains field laboratories in various parts of the country. The insects studied include those injuring cereal and forage crops, orchard trees and fruits, garden crops, stored products, forests and forest products, shade and ornamental trees and hardy shrubs, and southern field crops, such as cotton, tobacco, sugar cane, and rice. The bureau also investigates household insects and those which affect the health of man and domestic animals.

A list of publications available for free distribution may be obtained on application to the chief of the bureau or Division of Publications.

OFFICE OF FARM MANAGEMENT.

This office has to do with the operation of the farm as a whole, as a business proposition. Farm-management investigations are designed to determine the most profitable ways of doing things on the farm, how to organize the farm to best advantage under given conditions, and how to operate to best advantage under a given plan of organization. Primarily the office is concerned with the improvement of farm practices, with the study of how to get yields that will return the greatest net profit per acre, and how to combine the several farm enterprises so as to yield the greatest possible net farm income.

Correlated with the straight farm practice and organization investigations conducted by this office are many other kindred investigations, bearing more or less directly upon the farm business. Briefly summarized, these are the lines followed in the work of this branch of the department:

Crop economics.—Studies in farm practice and cost of production of various field crops.

Live-stock economics.—Studies in farm practice and cost of production of various farm animals.

Farm management surveys.—Surveys of groups of farms in different localities, designed to bring out the various factors which determine success or failure in farming, to determine the cost of the farmer's living, and to make available facts as to the status of tenancy in the United States.

Farm accounting.—Investigations in practical methods of farm bookkeeping.

Farm equipment.—Studies of farm machinery from the economic standpoint, and of the factors that make for efficiency in the use of farm power, both draft animals and tractors.

Application of farm economics to farm practice.—Special investigations designed to develop the best farm practices in the different agricultural regions.

History and distribution of farm enterprises.—Studies of agricultural geography, with reference to frost, dates of planting, etc.

Farm labor problem.—During the war the Office of Farm Management was delegated to act in cooperation with the Department of Labor and the extension departments of the States in handling the farm-labor problem.

The Office of Farm Management has several hundred slides illustrating farm-management subjects, which will be loaned to responsible parties under certain conditions. Among its more important publications may be mentioned the Geography of World Agriculture as being a reference book that should be in every library. This book may be obtained from the Superintendent of Documents, Government Printing Office, for $1.

FOREST SERVICE.

The administrative work of the Forest Service comprises (1) administration of the national forests, (2) purchase of lands on the watersheds of navigable streams, (3) protection of forested watersheds of navigable streams in cooperation with States, and (4) application of forestry to private timberlands. The research work comprises studies in forestry, the utilization of forest products, and the most effective use and improvement of grazing lands. Preference is given to problems arising in the administration of the national forests, but the investigations also include the forests and allied interests of the country at large. The administrative and investigative work is conducted through seven branches at Washington—of operation, lands, silviculture, research, grazing, engineering, and acquisition, respectively.

The enthusiasm of the Forest Service people is so great for their subject that the visitor on leaving the bureau literally reverses the experience of the blind man and sees "trees as men walking" forever after; and the librarian who does not know of the opportunities offered by this bureau is missing possibilities of which he can not afford to remain uninformed.

On application to the Forester, Washington, D. C., a list of the representatives of the Forest Service in the States will be furnished, also a list of books on forestry for small libraries. A general list of Forest Service bulletins can be found at all larger libraries. Every library near a forest district should have "Government Forest Work" and "The Use Book."

The office of the Forest Service has 38,000 photographs listed under more than 900 headings. Photographs illustrating a particular subject can be borrowed anywhere, any time, by libraries applying to the Forester, Washington, D. C.

More than 16,000 lantern slides are embraced in the Forest Service lantern slide collection, now available for general use, not alone by members of the service, but by anyone interested in forestry education and publicity who will pay transportation charges and be responsible for breakage or loss. Each set (about 50 slides) is accompanied by a syllabus or a "canned lecture" for the use of the lecturer, as a basis for his own version or as a prepared or "canned" description of the slides as shown on the screen. At present the slides are divided into the following sets:

Of general interest:
- Conservation of the forest.
- Forestry in the United States.
- The work of the Forest Service.
- The farm wood lot.
- Street trees.
- Tree windbreaks.
- Recreation in the national forests.

For special use in schools:
- Nature study and forestry.
- Botany and forestry.
- Manual training and forestry.
- Geography and forestry.
- Agriculture and forestry.
- Life of a tree.

THE BUREAU OF MARKETS.

This bureau has built up a complete machine for the national interchange of market information on fruits and vegetables and on live stock and meats. Market news services, financed largely with money from emergency appropriations, have been instituted to cover dairy and poultry products, grain, hay, milled feeds, and seeds. The daily telegraphic reports issued in connection with these news services are transmitted largely over the bureau's leased wires, of approximately 18,000 miles.

In addition to the telegraphic news service, a local reporting service has been instituted in about 15 cities. In the course of this work agents collect information regarding local supplies and prices of farm produce on city markets, special attention being given to that produced in contiguous territory. This information is published in non-technical form in local newspapers.

Personal assistance in the formation of cooperative purchasing and marketing organizations has been given in 25 States.

Moving pictures of the operation of public markets, both of the open and closed types, may be borrowed by communities. Other films and slides on marketing subjects are also available.

Information has been secured regarding the operation of chain stores, independent "cash-and-carry" stores, concerns operated under the segregated charge-for-goods-and-service plan, and "self-service" stores.

Investigations have been made regarding rates and economic phases of the storage question and the amount of storage space available in the United States. Monthly reports are issued that show the actual quantities of food held by all storage warehouses.

The motor-trucking industry has been studied and better methods of harvesting and handling fruits and vegetables have been devised. Every housewife should be familiar with the provisions of the standard-container act, enforced by this bureau which fixes the sizes of various baskets, etc., used in interstate commerce for marketing fruits and vegetables.

Investigations have been made of the economic problems in connection with marketing fluid milk.

A study has been made of farmers' credit unions and of associations formed for social and educational improvement. The names of more than 300 community buildings have been secured, and a list made of the State, county, and community fairs held in the United States.

The Bureau of Markets is charged with the enforcement of the United States Cotton-Futures Act, with the preparation and distribution of the official cotton standards of the United States, with the administration of the United States Warehouse Act (the licensing of warehouses for the storage of cotton, grain, flaxseed, wool, and tobacco), and with the enforcement of the United States Grain-Standards Act.

Bulletins dealing with nearly every subject coming under the jurisdiction of this bureau have been issued. The periodicals available for large libraries are "Food Surveys," published at least once a month or oftener, and the "Seed Reporter," published monthly. Librarians should inform themselves as to the location and the people in charge of branch offices of the Federal Bureau of Markets

and of market bureaus in their States. For information, publications, or periodicals address the Chief, Bureau of Markets, United States Department of Agriculture, or the Chief of the Division of Publications.

THE BUREAU OF PLANT INDUSTRY.

This bureau deals with the habitat, growth, disease prevention, production, and utilization of all plants suitable for human or animal use. It also makes special studies of poisonous plants and spreads information with regard to their dangerous qualities.

Among a very few of the bureau's vast activities are the following of special interest: General laboratory investigations, with a view to discovering the causes and means of prevention and the remedies for various diseases attacking all forms of plant life; special experiments in plant nutrition and soil fertility; field and laboratory studies to discover methods of improving our cereal, fruit, and other crops.

It maintains field stations and conducts experimental work on irrigated lands on Government reclamation projects in arid regions of the United States, and dry-farming investigations in subhumid, semiarid, or dry-land conditions. It studies problems involved in the handling and storage of fruits and vegetables in order to develop methods of harvesting, transporting, and storing, whereby decay and deterioration and loss in transit and in storage may be reduced to a minimum.

An experiment farm and over 30 greenhouses for experimental work are maintained in and near Washington, and a considerable number of field stations and plant-introduction gardens in various parts of the country. A seed and plant exchange service is conducted between experts of foreign countries and American experts. This bureau supervises the purchase and distribution of vegetable, flower, cotton, tobacco, lawn-grass, drought-resistant seeds, and bulbs.

For bulletins covering practially every phase of plant production in the United States, the Chief of the Division of Publications should be addressed.

BUREAU OF PUBLIC ROADS.

This bureau gathers information and statistics concerning the construction and maintenance of highways; assembles practical data with regard to various kinds of traffic; makes studies of the utilization of convict labor in road management; furnishes local officials with plans and specifications for bridges; gives advice as to the best methods of road bridge construction.

It also makes studies with regard to farm irrigation and the drainage of irrigated lands, farm buildings, domestic water supply, and drainage disposal, and other phases of farm engineering.

As a part of its war service the office aided the Emergency Fleet Corporation in testing the materials for and designing of concrete ships, and various departments in the conservation of cement, steel, stone, gravel, sand, oil, asphalt, and other materials needed for war purposes through the United States Highways Council. It prepared apparatus for testing the power of various explosives for the Ordnance Bureau, and made detailed and complete highway maps covering a large part of the Atlantic coast.

Several hundred lectures are given yearly concerning the work of this office, and models and exhibits are furnished through the office of exhibits of the Department of Agriculture; 6,276 prints, 649 lantern slides, 177 bromide enlargements, and 545 photostats were made during the past year.

Librarians in rural districts should find this office of special interest, and, if the roads are poor, particularly those leading to schools and churches, they should endeavor to interest public-spirited people of the town to request advice and help from this bureau, which is at the service of the public on call.

Under the Secretary of Agriculture the bureau has charge of carrying out the administrative provisions of the Federal-aid road act of July 11, 1916, which provides for Federal aid in the construction and reconstruction of rural post roads in cooperation with the respective State highway departments. This act provides for a five-year program of construction, beginning with an appropriation of $5,000,000 for the fiscal year 1916, and increasing annually by $5,000,000 to $25,000,000 for the fiscal year 1921. These funds are apportioned to the various States on the basis of area, population, and total rural post road and star route mileage. The cost of the construction is to be borne jointly by the Federal Government and the States or local subdivisions, the Federal Government paying not to exceed 50 per cent of the cost, nor to exceed a total of $10,000 per mile except for bridges over 20-foot span.

This act also provides for $1,000,000 anuually for a period of 10 years, to be used for construction and improvement of roads and trails in or partly within the national forests in cooperation with the respective States or counties.

The act specifically provides that all applications for aid in the improvement of rural post roads shall be made to the Department of Agriculture by the proper State highway department in the State in question. All preliminary inquiries for securing aid on any specific road should, therefore, be taken up with the State highway department in the State in which the road is located instead of with the Bureau of Public Roads.

For lantern slides, accompanied by lectures and photographs covered by the subjects indicated, address the Director of the Bureau of Public Roads. For publications address the Director of the Bureau or the Chief of the Division of Publications.

THE DIVISION OF PUBLICATIONS.

The way the Department of Agriculture reaches the reading public is shown by the fact that 99,222,321 printed documents were distributed during the past year, the editing, printing, and distribution of which was under the supervision of the Division of Publications.

The indexing section of this division places at the disposal of any serious investigator along agricultural lines a full list of all references to the subjects treated of in the department publications. This index has not been printed, but reference lists on any agricultural subject made up from it will be sent on application to the Chief of the Division of Publications. This index is one of the most valuable reference lists on agriculture in the United States.

The motion-picture laboratory has produced 51 reels of film available for exhibition. Librarians would do well to speak of these films to people interested in the educational possibilities of moving pictures in order that managers of moving-picture houses may be requested, from time to time, to obtain these reels. Application for a list of the films and for the films themselves should be made to the Chief of the Division of Publications, to whom also applications for any of the department's publications should be made.

THE BUREAU OF SOILS.

This organization comprises a field force, engaged in surveying and mapping the soils of the country; a laboratory force, employed in chemical and physical investigations of soils and fertilizers; and an office force, carrying on the administration work.

The soil survey is the principal activity of this bureau. On June 30, 1918, an area of 982,190 square miles had been surveyed and reports and maps embodying the results of the work published. Ordinarily a survey covers a single county, and the work is distributed over the country, so that some surveys have been completed in every one of the States.

Soil mapping and soil classification are primarily scientific, the results being fundamental and designed to furnish a sound basis for the investigations and experiments of agricultural workers connected with the Department of Agriculture, the State Experiment Stations, and other State organizations. But the reports and maps have an immediate practical value also, as they furnish information concerning the character and value of land, the climate, and the type of agriculture in different parts of the country, and show the opportunities open to those desiring to engage in farming.

In the bureau laboratories are carried on investigations of the mineral characteristics of soils, of their relation to internal moisture and air movements, their tendency to erode, and other fundamental questions. The fertilizer investigations, while primarily scientific, include the search for natural supplies of potash, the devising and perfecting of the processes of manufacture of fertilizer ingredients, and a study of the present supplies, their value and permanency.

"Field Operations," published by county units from time to time as work is completed, contain descriptions of the soils, climate, and agriculture of the county. A large-scale lithographed map, showing the distribution of the various soils, accompanies the text. The reports are of interest not only to the farmer, but also to the investor, banker, real estate dealer, or railway official, and to anyone desiring information concerning the value of land as dependent upon the character of the soil, its state of development, and its present or prospective use. Address Chief of Bureau or Chief of Division of Publications.

STATES RELATIONS SERVICE.

This service represents the Secretary of Agriculture in his relations with the State agricultural colleges and experiment stations under the acts of Congress granting funds to these institutions for agricultural experiment stations and cooperative extension work in agriculture and home economics, and in carrying out the provisions

of acts of Congress making appropriations to the Department of Agriculture for farmers' cooperative demonstration work, for investigations relating to agricultural schools, farmers' institutes, and home economics, and for the maintenance of agricultural experiment stations in Alaska, Hawaii, Porto Rico, and Guam.

The organization of the service includes the following offices: (1) The Office of the Director, which deals with the general business and administration of the service and the work relating to agricultural instruction and farmers' institutes; (2) the Office of Experiment Stations, which deals with the work and expenditures of the State and insular experiment stations; (3) the Office of Extension Work in the South, which has charge of cooperative extension work in 15 Southern States; (4) the Office of Extension Work in the North and West, which has charge of cooperative extension work in 33 Northern and Western States; and (5) the Office of Home Economics, which makes investigations and prepares publications relating to foods, clothing, and household equipment and management.

The chief aims of the work of the States Relations Service are to promote agricultural research through the agricultural experiment stations, and agricultural education in the secondary schools; and to improve farming and home life through a nation-wide cooperative system of extension work in agriculture and home economics and through investigations in home economics.

The extension service carries directly to the farms and homes of the country and endeavors to secure the adoption in practice of the best available information regarding agriculture and home economics through (1) county agents, who deal with farm problems; (2) home demonstration agents, who deal with problems of the home; (3) club leaders, who carry on extension work with young people; and (4) specialists in various branches of agriculture and home economics.

About 2,400 of the 2,850 agricultural counties of the United States now have county agents; there are about 1,700 home demonstration agents; at least 1,500,000 women are receiving instruction from the home demonstration agents; and over 2,000,000 boys and girls are enrolled in the boys' and girls' clubs.

The aid of the extension service may be secured through the local county agricultural or home demonstration agent, or the director of extension at the State agricultural college. Photographs, charts, and data of various kinds relating to the local extension work which would make excellent material for the library bulletin board can probably be obtained from the local agents, and similar material relating to the work in general may be obtained through the director of extension at the State agricultural college.

Every librarian should add to his "Use Your Government" card catalogue the name and address of the local representatives of the extension service—namely, the county agricultural agent, the home demonstration agent, and the local club leader, and should offer them, if possible, the use of the auditorium (if the library has one) for conferences or lectures and should be ready to cooperate in all movements.

Publications dealing with the subject matter of instruction in agriculture in secondary schools and publications relating to home

economics can be had on application to the director of the service or to the chief of publications. The service also publishes "The Experiment Station Record," a periodical in two volumes of nine numbers each annually, which gives abstracts of publications reporting investiagtions in agricultural science in the United States and other countries, and contains editorials and notes bearing on agricultural research. This can be obtained from the Superintendent of Documents; the annual subscription is $2.

THE WEATHER BUREAU.

Of prime interest to the public are the forecasts and warnings of the weather bureau. Those issued for the benefit of maritime interests are most important and valuable. Scarcely a severe storm has occurred along our coasts in recent years for which warning has not been given from 12 to 24 hours in advance. As result of warnings displayed for a single hurricane, coast vessels with cargoes valued at over $30,000,000 have been detained in port.

Warnings of frosts are also of immense value. During one cold wave, the warnings saved citrus fruit valued at $14,000,000. Railway and transportation companies make continued used of forecasts in their shipments.

In cities the uses made of forecasts are many and varied. Preparations are made by heating and lighting plants to meet increased demands. Merchants prepare cold-weather article advertisements. Coal dealers supply partial orders to all customers instead of full orders to a few. Dredging ceases. Charity organizations prepare to meet increased demands, etc.

It should also be noted that an important function of the Weather Bureau is to prepare and publish climatological statistics for all parts of the United States. These statistics, relating to rainfall, temperature, winds, etc., serve a great variety of purposes and are constantly consulted by physicians, agriculturists, engineers, and others.

These are a few of the ways in which the public connects with the Weather Bureau, and librarians can so vitalize its information that this almost magic power may be of service to many who are perhaps unaware that this important source of information relates to Mrs. Smith's washing day as well as to Mr. Multimillionaire's fleet of merchant ships.

The library consists of about 37,000 volumes, wherein will be found a great wealth of statistical information concerning the climates of all parts of the world.

Periodical publications available for libraries where they will be used, are: Daily Weather Maps, issued at Washington, D. C., and at a number of selected stations; Climatological Data for the United States (sections relating to single States may be obtained separately); Monthly Weather Review; National Weather and Crop Bulletin; Snow and Ice Bulletin (during the season); and the Annual Report. Address Chief, United States Weather Bureau, Washington, D. C.

FOR THE "USE YOUR GOVERNMENT" CARD CATALOGUE.

Sternly condensed list of subjects dealt with by different offices:

Animal Industry:
- Beef.
- Breeds.
- Dairy farming, etc.
- Diseases.
- Goats.
- Inspection, meat, milk.
- Poultry.
- Quarantine.
- Tick eradication.
- Sheep.
- Silos.

Biological Survey:
- Birds.
- Fur, farming.
- Game, preservation.
- Laws.
- Mammals.
- Plumage.
- Reservations, bird, mammal.

Chemistry:
- Adulteration, food, drugs.
- Analysis, food, drugs, water.
- Chemistry.
- Microbes.

Crop estimates:
- Acreage.
- Growing conditions.
- Live stock.
- Prices, articles farmers buy.
- Prices on farms.
- Production.
- Yields.
- Wages, farm.

Entomology:
- Bees.
- Control measures.
- Diseases.
- Honey.
- Insects (all kinds).
- Parasites.
- Silk worms.

Farm management:
- Abandoned farms.
- Accounting, farm.
- Clearing.
- Cost, production.
- Economies, production.
- Farming, types of.

Farm management—Continued.
- Geography, agricultural.
- Labor-saving devices.

Forestry:
- Fires, forest.
- Game.
- Grazing.
- Irrigation.
- Planting (tree).
- Preservation, wood.
- Recreation.
- Timber.
- Water power.

Markets:
- Accounting.
- Business methods.
- Community fairs.
- Cooperative buying.
- Credits, rural.
- Crops, marketing.
- Food inspection and supplies.
- Grading farm products.
- Insurance.
- Market news service.
- Markets.
- Marketing.
- Preservation food in transit.
- Prices, foodstuffs.
- Seeds, marketing.
- Storage.
- Transportation.
- Warehouses.

Plant industry:
- Bacteriology, soil.
- Breeding.
- Diseases.
- Flowers.
- Foreign seeds and plants.
- Forage.
- Fruits.
- Fungi.
- Horticulture.
- Irrigation.
- Nutrition.
- Physiology, plant.
- Seeds, testing.

Public Roads:
- Bridges.
- Convict labor.

Public Roads.—Continued.
Drainage.
Engineering.
Highway systems.
Irrigation.
Post roads.
Sewage disposal.
State roads.
Traffic studies.
Water supply.
Soils:
Analysis, chemical, physical.
Classification.
Fertilizer.
Maps.
Surveys, agricultural.

States Relations:
Clubs.
Community service.
Courses.
Home making.
Labor-saving devices.
Waste elimination.
Weather Bureau:
Floods.
Forecasts.
Frost.
Maps.
Meteorology.
Observations.
Rain.
Snow.
Warnings.

NEWS NOTES.

DEPARTMENT OF AGRICULTURE.

A complete list of the publications that have been issued by the United States Department of Agriculture and those now available for distribution has been revised to July 1, 1918, and published in circular form by the department. Farmers' bulletins, department bulletins, circulars, separate reprints from yearbooks, and reports are listed together in alphabetical order. The circular states that no publications are sold by the Department of Agriculture, but copies will be sent free upon application to the Chief, Division of Publications, Department of Agriculture, Washington, D. C., as long as the supply lasts. When the department supply is exhausted publications can be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C., by purchase only. The list of publications includes those that can be obtained free from the department as well as those which can be purchased from the Superintendent of Documents.

AMERICAN LIBRARY ASSOCIATION.

The American Library Association in its Library War Service needs the active assistance of the public libraries in the task of bringing the general public to a realization that the need for fresh fiction and recent magazines still continues. To supply the overseas needs alone 10 tons of magazines are required each month. By means of placards, lantern slides, and newspaper publicity, public libraries can revive the flow of the "Burleson" magazines—those dropped into the post boxes with a 1-cent stamp. They can also procure magazines for camps and hospitals in their immediate vicinities by establishing for those points a collection system in which the library and various places in the community can serve as deposit stations.

The work of the Library War Service is still growing in volume. Vocational books in particular have been much in demand since the signing of the armistice—a demand which the men will carry into

civil life after discharge, and which the libraries must be prepared to supply.

To acquaint the men in camps and hospitals and overseas with the facilities for vocational study, the Library War Service has published vocational book lists on 24 subjects. These have been reissued in a special edition for public libraries and are offered to them at cost in any quantity.

The Library War Service is still enlarging its personnel of librarians, and through the entire demobilization period will need a ready response from libraries in its efforts to provide trained workers for the field.

CIVIL SERVICE.

Notwithstanding the fact that the war force in the Federal civil service is being reduced, vacancies which must be filled are constantly occurring, and even at this time the United States Civil Service Commission has announcements out for examinations for more than 100 different kinds of positions. In most cases some special training or experience is required.

Full information concerning all pending examinations and application blanks may be obtained from the secretary of the local board of civil-service examiners at the post office or customhouse in any of 3,000 cities, or by communicating with the United States Civil Service Commission, Washington, D. C. In any request for information made by mail the inquirer should state in general terms the kind or kinds of positions in which he is interested, and his qualifications.

In some examinations competitors are assembled in an examination room for a written examination, while in others they are not so assembled. The so-called non-assembled examinations are given for two general classes of positions—viz, (1) mechanical trades and similar position, and (2) high-grade technical, professional, and scientific positions, and administrative positions which can not adequately be filled by promotion, and for which the Government requires men or women whose fitness is demonstrated in a record of successful experience. In the non-assembled examinations competitors are rated upon the sworn statements in their applications and upon other evidence adduced by the commission.

For most of the non-assembled examinations applications are accepted at any time. The examinations which require written tests in an examination room are announced for specified dates. Dates and places of examinations may be obtained by communicating with any local board of civil-service examiners or with the commission at Washington.

COMMERCE.

The functions which have been exercised by the Conservation Division of the War Industries Board will be continued by the Department of Commerce in its new "Industrial Cooperation Service."

The work will be voluntary so far as the industries are concerned. In so far as any industry can suggest saving of material, labor, and capital which will benefit the industry without detriment to the public interest, these plans will be indorsed by the service. It should be clearly understood, however, that the service is purely

promotive and in no sense restrictive, and it will necessarily be impossible to carry this work any further than the spirit of the industry itself will carry it.

The acting chief of the service writes: "The Industrial Cooperation Service is here to serve industry in any capacity in which it can serve, be it standardization of product, or functioning in some manner as a selling agent for the other bureaus of the department." Librarians might print this notice on a bookmark to be inserted in industrial books.

FOOD ADMINISTRATION.

Only departments in charge of the licensing of such commodities and activities as still remain under control are now left in the United States Food Administration. Of an organization of 2,000 people in offices along the corridors of the great temporary buildings a scant 350 are left.

From the first Mr. Hoover declared that the Food Administration was a war emergency measure, and the thing to be remembered is that the service it was created to perform was to protect the food supplies of the American people and to provide for the allies, and that this task has been accomplished. The war is won. The legacy left the American people is a new conception of the intelligent use of the foodstuffs with which God has so abundantly blessed our country. Food was and still is the test of democracy.

Production precedes conservation. The slogan now in order is "Don't waste the earth." It is not too early to connect with your State agricultural college for the pamphlets applicable to the crops suited to your own locality.

INTERIOR.

The Division of Educational Extension of the Bureau of Education in the Department of the Interior offers to the States a service which is endeavoring to make available to the public some of the great educational resources of the Government. These resources, comprising stores of information, special data, the results of proved experience, and actual methods, such as courses of study, exhibits, and motion pictures, can be utilized not only in regular university instruction, but as well for aiding the large numbers of persons who have not received the benefits of adequate schooling and of higher education.

The cooperation of the Federal Government with State-university extension, public-library commissions, and other extension agencies will make possible a rich increase in the facilities for satisfying the demand of the public for help in individual development and in the promotion of common welfare.

The President recognized an emergency when he created the Division of Educational Extension to serve as a clearing house for extension, to salvage educational data, methods, and materials created during the war, and to aid in applying educational projects through established extension agencies in the States.

LABOR.

A "Handicap Bureau" has been established by the United States Employment Service of the Department of Labor for the purpose of

finding suitable positions for men and women past middle age and for those who, because of a physical disability, have difficulty in finding employment. In Massachusetts, where the work is already under way, the first monthly report shows that 1,367 men and women beyond the prime of life in years have been placed in good positions. The youngest is 50 and the oldest 72. The Illinois bureau has placed 412 crippled soldiers.

The United States Employment Service during 1918 received 4,211,942 applications and referred to employers 3,931,560 persons, of whom 3,099,295, or 91.4 per cent, were placed.

Efforts to equalize the demand for labor and the supply available, through the promotion of public works and road construction, are being made by the Department of Labor as a means of tiding over the months during which industry is being transformed from a basis of war production to normal peace-time activity. The department is endeavoring to place returned soldiers and sailors and the demobilized war workers in peace-time jobs as rapidly as possible.

Meanwhile the Bureau of Naturalization is completing its design to make every American soldier an American citizen. As the soldiers return from France they are encouraged by the military officials and the examiners of the bureau to take out naturalization papers. To date the number of new citizens obtained from the Army is 164,182.

The department is sending abroad a commission of employers, headed by E. T. Gundlach, of Chicago, to inquire into Great Britain's labor experiences in order that the United States may profit from what Britain has already learned. Training service of the department is extending its activities in many directions.

The United States Employment Service Bulletin, published weekly, will be sent on application to the United States Employment Service.

PUBLIC INFORMATION.

The Service Bureau is the point of contact with the public of the Committee on Public Information. It is the official Government information bureau. During the war the Government departments expanded so rapidly and new bureaus were so constantly being created that a Government directory became a necessity. The Service Bureau made and maintains this directory. Every Government office, function, and official was catalogued. We are now able to direct anyone having dealings with the Government to the official having charge of the subject. Heretofore there was no authoritative office to which inquiries could be directed or mail referred with any assurance that they would ultimately reach the official best qualified to answer the query. No attempt is made to reply to requests for information unless there has been an official publication on the subject, in which case the publication is sent if available. Otherwise, it is assumed that the office in charge of a given subject will have the latest information concerning it and the question is referred.

During September 7,250 personal and phone queries were answered; 2,773 letters and 488 other pieces of mail sent out.

RED CROSS.

The American Red Cross is facing the important and delicate task of passing from war operation to a peace basis. The great piece of perfectly functioning machinery, free from the perhaps necessary red tape of Government operation, is still functioning faithfully as the armed forces of America are slowly demobilizing.

Wherever there are soldiers or sailors, oversea or at home, or on the ocean highways between, the Red Cross is standing by ministering in every way the great auxiliary of the Army and Navy. Its civilian relief department, caring in a thousand ways for the families of soldiers and sailors, has reached tremendous proportions, and will, of course, have enough to occupy it for months to come.

Nevertheless, the Red Cross is facing the necessity of choosing some great distinctive object of activity to which its incalculable energies may be devoted.

In view of existing conditions, augmented and emphasized by the prevailing influenza epidemic, it is very natural that the vital question of public health shall immediately appeal as born of necessity. The easy alliance of the Red Cross with the Antituberculosis Association at the time of the Christmas roll call is an evidence of how facile the transfer would be to lines such as these. Manifestly, the greatness of the problem of bettering the sanitary and hygienic conditions throughout the United States precludes anything but the most carefully organized program.

As a part, indeed, a very small part, of such effort, the nursing division is undertaking a campaign for public-health nursing and community health organization. Even for this restricted cause to attempt a Nation-wide campaign would bring results beyond the possibility of adequate handling. A method of efficient appeal and of educational activity presents itself through the Chautauqua platform of the country that reaches every summer some seven or eight thousand communities. To each of these circuits the Red Cross will assign a returned Army nurse who has served her time in Europe. Her lecture will be a brief epitome of her experience, and will have an appeal to the American people to safeguard the things for which our soldiers suffered and died, by undertaking a strenuous battle with sickness, epidemic, and needless death. The follow-up squad will organize the effect of the lecture by planting in each community a health organization under the auspices and direction of the local Red Cross chapter.

The far-reaching effect of such a campaign is evidenced in advance, and its results will be incalculable.

TREASURY.

The fifth Liberty loan will be called the Victory Liberty Loan. The exact date of the campaign has not been determined, though it seems practically certain that it will begin in the first half of April.

What literature will be sent out by the Liberty Loan Bureau of the Treasury has not yet been determined. It is announced that there will be a number of designs of striking effect and a liberal use of poster advertising.

Any library notifying the Liberty Loan Bureau of Publicity, Treasury Department, Washington, D. C., will be put on the mailing list for literature sent out by the bureau, and, on request, any library will be sent a full set of the posters.

VOCATIONAL EDUCATION.

Every man who has been physically disabled in fighting the battles of those who remained at home has a right to whatever help the library can give him in the task of earning his living. Therefore, interest your public in what the Government is doing for the promotion of vocational education and the reeducation of disabled soldiers and sailors.

An annotated list has been published of bulletins and monographs covering various phases of agriculture, home economics, commerce, trade and industry, the teaching of safety and hygiene in different vocations, national systems of reeducation for disabled soldiers, occupational therapy, and a series of monographs presenting the opportunities in professions and trades for disabled men.

This list, and any of the bulletins listed, can be obtained on application to the Federal Board for Vocational Education.

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JUN 1 1919

DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION
Division of Educational Extension

NATIONAL LIBRARY SERVICE

Washington
Government Printing Office
1919

To the Librarians of the United States:

During the period of active warfare you gave timely and telling publicity to information which the people of this country needed. In this period of readjustment and in the period of peace to follow, a still greater task is yours, that of placing before your communities the news of what our Government is doing. With full realization of the help you may give, I shall endeavor, from time to time, to place before you through the "Library Service," the actions of your Government.

You have had, briefly told, the story of what the great Department of Agriculture is doing; in this pamphlet we present briefly the story of the Interior. Shortly, the story of Commerce will be given.

Continue to impress upon the people of your communities that it is their Government, that their leaders are serving what they honestly and sincerely believe to be the best interests of the people that those leaders earnestly ask the people whom they serve, before criticizing, to understand what is being done.

Nations across the water are looking to us for help. Shall we give it? We must act unitedly, each individual facing squarely the question, "Am I seeking my own advancement and that of my party, or am I seeking that which will benefit my neighbor as well as myself, that which will demonstrate the brotherhood of democracy for which America stands."

I count on your understanding and your help.

Yours faithfully,

Secretary of the Interior.

MARCH, 1919.

THE GOVERNMENT AND THE LIBRARIES.

A Government news service for libraries is primarily what the National Library Service aims to be.

The Government has a wealth of material, a mine of information, which should be brought to the attention of the American public. The libraries are the community centers where men and women of all races, all creeds, meet on common ground to get from books containing the wisdom of the ages, from periodicals with the inspiration and information of the present, the idea which is to be the beacon that will help them steer straight amid the shoals and rocks to the shore of their dreams.

These great libraries of ours are distinctly American institutions and they exhale the air of democracy. The librarian, if he really follows his calling, must be absolutely nonpartisan and nonsectarian in his attitude. The institution he represents is supported by taxes paid by Catholics, Jews, and Protestants and a host of other sects—by people born in America, France, Italy, and practically every country in the world. St. Francis, Moses, and Drummond, Lincoln, Victor Hugo, and Mazzini have universal messages. The eternal truth of the message will compel its translation into a myriad tongues, its use and appreciation by the man who prostrates himself before the image that visualizes his faith and the man who breathes his prayer to that which can no more be visualized than the electric current which answers with flame to the touch of the king or the slave.

When, almost a century and a half ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that "all men are created equal," they left to their descendants the task of providing for those equally created human beings the opportunities which would fortify them with qualifications for maintaining that equality.

Upon the schools and the educational institutions of our home land has descended the heritage of our fathers; upon us devolves a development of American educational systems which will produce men and women who think straight, act true, and believe in Government of, by, and for the people.

The libraries must supplement the work of the schools; for the pupils, they must furnish, as it were, popular and well illustrated guide books to help make vital the time table, by which the children

travel the road of learning, which is about all the managers of that road have time to give. For the older people, they must be ready with the great and comforting words of those whose wisdom the judgment of the world has made eternal and they must provide a perpetual moving picture of the times in which we live.

Librarians of America, our task requires all the vision right education, constructive thought, and unhesitating action can give; it needs the realization that good citizenship means responsibility; that responsibility must be preceded by knowledge and that it is our privilege and our duty to provide means for acquiring knowledge which will make for better homes, better cities, a better nation.

We have just ended a great war in which we fought to preserve democracy; and democracy is government of, by, and for the people. Observe that of and by come before "for." It is not "for" unless it is "of" and "by"; and how can government be "of" and "by" unless the people understand why certain policies are outlined and unless they take part in producing the resultant action.

The first step—"government of"—calls for a well-informed people. The librarians can help to spread the necessary governmental information and the National Library Service will aim to digest the essential governmental facts which only close contact with headquarters can make possible.

The second step—"government by"—calls for more than a casual glimpse of the workings of government; it means that if the papers talk of a bill for reclaiming arid lands, the people know what it is all about, but how can they know if they do not know what has been done and why further action is contemplated. The Government always has full, readable information to be obtained on request to the right source. It is the librarian's business to know the source and to obtain the information. National Library Service will try to serve as a handy guide in such matters.

"Government for" the people is not "for" if it is the result of an idea evolved by some one at the top out of touch with you and me. It will be that kind of government unless you and I take pains to know and understand it. Our Government does not reach down, like a person giving charity, and place a gold piece in the hand of its pauper citizens. Our Government stretches out always an open hand. We are not pauper citizens; we reach up and grasp the hand and so we realize government "of, by, and for the people."

DEPARTMENT OF THE INTERIOR.

In the last National Library Service pamphlet the story of the Department of Agriculture was given; in this number we shall deal with the Department of the Interior.

The bureaus and offices under the department are: Secretary's, [illegible]or's, Patent, Pension, Land, Indian, Education, Geological

Survey, Reclamation, Mines, Alaskan Engineering Commission, National Parks, St. Elizabeths Hospital, Howard University, Freedmen's Hospital, and the Capitol Building and Grounds, employing 5,472 in Washington and 15,661 outside of Washington, making a total of 21,133 employees.

The department issues no list of publications, nor does it have a mailing list for publications. The bureaus of the department that issue lists of publications are the Bureau of Education, the Geological Survey, the Bureau of Mines, the Reclamation Service, the General Land Office, and the Patent Office. Monthly lists of new publications of the Geological Survey, the Bureau of Education, and the Bureau of Mines are issued and are sent to persons expressing a desire to receive them; separate requests for free publications should be addressed to each bureau.

Persons desiring to be informed regarding all Government publications should obtain the Monthly Catalogue of United States Public Documents, which is sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., for $1.10 a year.

ALASKAN ENGINEERING COMMISSION.

The commission is now engaged in constructing a trunk line of railway from the Pacific Ocean to the interior. Its headquarters are at Anchorage, Alaska, and men desiring employment on the railroad should address that place. Already through traffic has been established between Seward and the Matanuska coal fields.

The development of railroads and wagon roads means the opening up of animal, agricultural, and mineral resources of a country 590,884 square miles in area, about one-fifth the size of the entire United States.

In brief, terse language accomplishments are told in the Secretary's report, but behind each fact is hidden a story of adventure and daring of the deepest human interest.

A few extracts from the Alaska Railroad Record, issued weekly by the commission, show that pioneers and explorers are still with us. "In charge of Robert Griffis, veteran Wells, Fargo Express messenger, 1,300 pounds of gold, valued at $300,000, packed in heavy wooden boxes and loaded on three dog sleds, left camp about December 15. From Idatarod to Matanuska the trip was slow and arduous. At Alexson's roadhouse on Happy River the travelers were storm bound seven days. At Anchorage Mr. Griffis, with gold, dogs, sleds, and drivers, boarded the train, but there are many stretches over which no train can pass, and there Mr. Griffis will again use the sleds. At Seward Mr. Griffis will deliver the treasure to an agent. Again, "More than $2,000 in food, medicine, and service was expended by the commission to aid Indians along the line of the Government railway during the influenza; a small force was detailed to bury the dead and cut wood for the living; food from the commission was sent to them to supply their wants."

The commission has a small collection of slides which may be borrowed and a few photographs of Alaskan scenery which may be purchased at cost.

A handbook of "General Information Regarding the Territory of Alaska" has just been issued.

Applications for pictures and printed matter should be addressed to the commission, 6107 New Interior Building, Washington, D. C.

BUREAU OF EDUCATION.

This bureau represents that branch of our Government most intimately connected with the making of good and patriotic citizens. It acts as a clearing house through which pass educational data and statistics, not only of the United States but of foreign countries as well. Summaries of conclusions drawn from consideration of the vast amount of material reviewed are always at the disposal of research workers and educators.

The special divisions of the bureau are as follows:

Higher education.
Rural schools.
City school administration, including kindergartens.
Agricultural education.
Industrial education and education for home making.
Commercial education.
Physical education and health.
Civic education or education for citizenship.
Home education.
Library.
Americanization.
Educational extension, including community organization and visual instruction.
School garden army.
School directed home gardening.
Education of negroes.
Education and medical relief for natives of Alaska.
Foreign educational systems.
Division of Statistics.
Editorial Division.

Brief notes are given of some of the activities which should be of special interest to librarians.

ALASKA SCHOOL AND REINDEER SERVICE.

In Alaska there are approximately 27,500 natives in villages scattered over thousands of miles. In 70 of these villages United States public schools have been established. This great area has been divided into five districts, each district under the supervision of a district superintendent of schools. The largest one of these districts contains 100,000 square miles and the others average 65,000 square miles each. To reach the widely separated schools a district superintendent must travel thousands of miles over a frozen and often trackless wilderness.

Each school is a social center for the accomplishment of practical ends. Many of the buildings contain, in addition to the recitation room, an industrial room, kitchen, quarters of the teacher, a laundry, and baths. The schoolroom is available for public meetings, and in many instances the school is the only elevating power in the native community.

In its endeavor to safeguard the health of the natives of Alaska, the Bureau of Education maintains five hospitals. In order to give the natives experience in business affairs and to protect them from unscrupulous white traders, cooperative stores have been established and placed under the supervision of public school teachers.

To protect the natives the Bureau of Education has requested the reservation of selected tracts of land to which large numbers of natives can be attracted and within which the natives can obtain fish and game and conduct their own industrial and commercial enterprises.

The reindeer industry began in 1892 with the importation of 171 reindeer from Siberia. The importation continued until 1902. During the 10 years 1,280 reindeer were brought over. On June 30, 1917, there were 98,582 reindeer distributed among 98 herds. Of the total number, 69 per cent were owned by 1,568 natives. The income of the natives from the reindeer industry during that fiscal year was $97,515. The raising of reindeer is a form of industrial education best adapted to the Eskimos inhabiting the limitless grazing lands of arctic and subarctic Alaska.

Within less than a generation the reindeer industry has raised the Eskimos from the primitive to the pastoral stage, from nomadic hunters to civilized men having in their reindeer herds assured support and the opportunity to accumulate wealth.

AMERICANIZATION.

This division has carefully considered the best educational methods to be employed for transforming our foreign-born residents into "loyal, literate, and efficient citizens." Some of the immediate objects of this work are:

1. To give the immigrant better opportunities and facilities to learn of America and to understand his duties to America.
2. To unite in service for America the different factions among the several racial groups and to minimize in each race the antagonism due to old-country conditions.
3. To cement the friendships and discourage the enmities existing among races and to bring them together for America.
4. To bring native and foreign born Americans together in more intimate and friendly relations.
5. To give native-born Americans a better understanding of foreign-born Americans.
6. To develop among employers a more kindly and patriotic feeling toward foreign-born workmen.
7. To encourage the foreign-born Americans to assist in the work of Americanization and to develop a more patriotic feeling toward the work in which they are engaged.
8. To develop the school as the center for Americanization work for all alike.

EDUCATION IN FOREIGN COUNTRIES.

Special studies are made each year of the educational systems in foreign countries in order that any measures of vital importance, adopted abroad, may be added, if advisable, to American educational systems. These studies are grouped under different countries. A few excerpts from the 1917 report are of special interest as showing some effects of the war on education in European countries.

France was brought to a serious consideration of her educational problem by the fact that during the first year of the war 2,350 school buildings were taken over for military purposes. On March 12, 1917, a bill was introduced for compulsory continuation education for

every boy and girl in France—boys to attend school to the age of 20 and girls to the age of 18. While this bill was not passed, because of shortage of public funds, it was favorably discussed and its final enactment may be regarded as only a question of time.

In Germany on the 1st of June, 1916, it was announced that 6,117 teachers had fallen in the war, not including great numbers of normal-school students.

It was necessary for the Belgian Government, in cooperation with the French authorities, to establish in the neighborhood of Paris and in Normandy school colonies engaging the services of some 150 teachers. The girl pupils cooked, washed, and sewed for the colony, while the boys raised vegetables for the colony table.

In England the Fisher bill was enacted for universal compulsory education from date of completion of elementary school course to the age of 16. Immediately following this come two years in continuation schools, employers being obliged to cooperate with the schools by allowing children of school age in their employ the time required for school attendance. This bill allows great powers, in matters relating to courses, to local boards; the final power, however, is vested in the general commission, of which Mr. Fisher is president.

The current report deals with educational progress in England, France, Italy, Switzerland, Spain, Scandinavia, Russia, Germany, Japan, and the countries of South America.

HOME EDUCATION DIVISION.

The Home Education Division of the Bureau of Education has gained the cooperation of 75,000 women in rural districts which made it possible to reach the mothers of children under 3 years of age in 2,100 counties with literature on the care and training of little children.

The demand for selected courses of reading necessitated the formation of the National Reading Circle, which has a membership of about 10,000 readers. Ten courses have been prepared with the cooperation of specialists in the various subjects. Library cooperation has been given by 31 State libraries. These libraries will see that readers who can not get the books otherwise are provided with them upon application. Several local libraries have presented plans for active cooperation in carrying on the Reading Circle.

The following courses are ready for distribution and can be obtained by libraries applying to the Home Education Division, Bureau of Education:

The Great Literary Bibles.
Masterpieces of the World's Literature.
A Reading Course for Parents.
Miscellaneous Reading for Boys.
Miscellaneous Reading for Girls.
Thirty Books of Great Fiction.
Some of the World's Heroes.
American Literature.
Biography.
History.

On completion of a course a certificate will be awarded, bearing the seal of the United States Bureau of Education and signed by the Commissioner of Education.

LIBRARY.

The library of the Bureau of Education, while primarily a working collection for the bureau staff, is also designed to serve, so far as possible, as a central reference and circulating library for educators throughout the country. It is a strictly specialized collection on educational subjects only, in which it is especially strong. General literature, history, science, etc., are outside its scope. The library contains about 175,000 volumes and pamphlets, to which current additions are constantly being made.

The library offers to readers the use of its material by means of two methods—(1) by direct consultation at the bureau in Washington, and (2) by interlibrary and personal loans. Suitable reading-room accommodations are available and the resources of the library are placed at the disposal of visitors desiring to engage in study or research. To non-residents of Washington who can not obtain in their local libraries the books on education which they need, books may be loaned by the Bureau of Education free of charge under the interlibrary loan system, or personally to teachers who are vouched for by a responsible school official. Books are forwarded and returned by mail under penalty labels, without charge for postage to the borrower, and may be retained as long as four weeks.

The library also supplies freely on request bibliographies on all educational subjects and prepares, as a bulletin of the Bureau of Education, a Monthly Record of Current Educational Publications, which presents a general survey of current educational literature in books and periodicals.

THE SCHOOL GARDEN ARMY.

During 1918 over 1,000,000 children enlisted in the School Garden Army, producing more than $10,000,000 worth of garden stuff.

When the teacher wishes to organize a company of children, the first procedure is to write the United States School Garden Army, Bureau of Education, Washington, D. C., for enlistment sheets. When these have been filled and returned, the Washington office will send on insignia—very attractive little pins for privates and officers. The teacher is furnished with complete instructions fitted to the district in which the gardens are located. Her name is at once put on the mailing list, and as fast as new instructions come out she receives copies. There may be some districts where this idea has not been developed because teachers go away for the summer or feel they have not time to give after school closes. It may be possible for librarians to start companies in sections of the country where the children have not as yet been given this opportunity.

The following leaflets may be had free on application to the United States School Garden Army, Bureau of Education: The Spring Manual of the United States School Garden Army; Home Canning and Drying of Vegetables; War Gardening and Home Storage of Vegetables.

EDUCATIONAL EXTENSION DIVISION.

The Division of Educational Extension was established to salvage some of the educational material accumulated during the war; to continue temporarily the National School Service Magazine, which presents in fortnightly review for the public schools information

regarding Government war and emergency work; and to render a clearing-house service to university extension divisions.

The division is organized to do four things—to assist university extension divisions, State library commissions and local librarians in the dissemination of information through public discussion, package libraries and general library service, and through the National Library Service pamphlets; to assist State departments of education and educational institutions in promoting, establishing, and directing community centers; to aid university extension divisions in securing courses of instruction prepared by the Government during the war, and in promoting the correspondence-study and class instruction work of State universities; to give expert advice upon special problems in extension teaching, and to bring about a closer relationship between university extension divisions and the departments of the Federal Government which are prepared to assist the State universities; to make available to university extension divisions the visual instruction material collected by the Federal Government for the purpose of individual and mass education.

Every library should have the following pamphlets issued by the Bureau of Education.

1. "Available publications of the United States Bureau of Education, March, 1918" (address Commissioner of Education). In this list all publications of the Bureau of Education, now obtainable, whether free or for a nominal charge, are noted.

2. "Guide to United States Government Publications," Bulletin No. 2, 1918 (address Superintendent of Documents, inclosing $0.20). A brief description is given of the executive departments and of the war organizations under the following heads: Titles of principal administrative officials, general information and duties, general publications, methods of distribution, annual and other periodical publications, indices, mailing lists, and maps.

The appendix includes a list of the depository libraries in each city of the United States where Government publications may be found, a table of the number of employees in the various departments, and a list of Government libraries in the District of Columbia.

3. "Educational Directory," Bulletin No. 36, 1918 (address Superintendent of Documents, inclosing $0.20). This pamphlet constitutes a guide to the educational activities of the Government. It also lists the principal State, county, and city educational activities, including universities, museums, public and private schools, public and society libraries, and educational associations.

4. "Public, Society, and School Libraries," Bulletin No. 25, 1915 (address Superintendent of Documents, inclosing $0.20). This bulletin lists some 18,000 public, society, and school libraries and gives statistics under the following heads: Date of founding; Controlled by; Classification; Free, subscription, free to students or for reference; Distribution of books outside city; Distribution of sections of library to schools; Borrowers' cards in force; Books issued for home use; Books issued for juvenile use; Visitors to reading room during year; Number bound volumes; Volumes added during year; Paid library employees; Building force, janitors, etc.; Salary of librarian. Financial statistics are also given.

5. On application to the Commissioner of Education, any librarian can have his name put on a mailing list to receive the semimonthly publication, "School Life," which contains information of vital importance to all educators.

GEOLOGICAL SURVEY.

It takes a regiment to carry on the work of this survey. At the close of the fiscal year 1918, the roll of the Secretary's employees numbered 1,000. The work is divided into six branches—Geologic, Topographic, Water Resources, Land Classification, Administration, and Publications.

The Geologic Branch conducts an examination of the geologic structure, mineral resources and products of the national domain. It also supervises the preparation of a geologic map of the United States. During the war the resources of the survey were mainly concentrated on the discovery, estimation, and development of domestic deposits of minerals which the United States had been accustomed to import. In the field of iron and steel alloys, deposits were examined in 1,580 localities.

These special research investigations have resulted in many important discoveries. A supply of manganese in abundant amounts has been demonstrated. High-grade clays have been developed. Glass sand in large quantities has been located; the production of shale oil has been tested and it is believed the results will assure an unlimited supply and will also regulate the price of gasoline. Tests made indicate that these shales will furnish material for dyes, fertilizers, rubber substitutes, paving materials, drugs, and lubricants.

This division has prepared full information regarding mineral deposits and production of other countries and during the war served as an American bureau of information regarding the geologic and mineral resources of the world.

Topographic maps are the graphic expression of geographic facts, and the topographic map made directly from nature by measurement and sketches on the ground is the mother map from which all others are derived. It shows with accuracy all the drainage, relief, and cultural features which it is practicable to represent on the scale chosen. These maps represent, besides the natural features mentioned, such artificial features as are of a public or enduring nature, as State, county, township, and city boundary lines; reservation, land-grant, and public-land township lines; railways, streets, roads, and paths; bridges, ferries, dams, locks, and wharves; the location of permanent bench marks and triangulation stations; the positions of lightships, lighthouses, mines, shafts, and tunnels.

The Topographic Branch had topographically surveyed and mapped to June 30, 1918, 1,279,890 square miles or 42.2 per cent of the entire United States. The maps of these surveys proved indispensable to the Army in selecting sites for cantonments, aviation fields, airplane and motor truck routes, artillery and balloon field sites, as well as for all out-door development.

Lieut. Col. Marshall, writing in the Engineering Record for January 30, 1919, of the war service performed by the Government says:

> There was no delay when the need came for men both trained in topographic engineering, inured to the life of the desert, the swamp or the mountain fastness, and equipped to serve far from base, in country, lacking in water and fuel.

It was only necessary to divert to new fields men who had had years of topographic experience in all sorts of country and climate. When, therefore, the request came overnight for such mapping, in two days parties fully organized were on their way to new stations on our coasts and borders. The areas mapped by these military surveys from April 1, 1917, to February 1, 1918, aggregate 23,552 square miles.

Transportation to and from the railroad base, perhaps 50 to 70 miles distant, is furnished by Army auto trucks and Army drivers. The men live in tents and travel to and from the day's work in the saddle, for roads are few and cross-country travel is customary. The motor trucks maintain the necessary subsistence and forage, but the camp must find such fuel as the country affords, or even pack water to a camp that is dry. This latter condition is frequently met, for the country is largely desert or "bad lands" and most of the streams are intermittent, such as are found where the annual rainfall rarely exceeds 10 inches. Water is obtained from deep wells sunk at much expense by cattlemen, and also from surface "tanks" which impound the run-off resulting from torrential rains. As the work progresses camp is moved by the supply trucks.

The Water Resource Branch is organized in six divisions—surface, ground, quality, power resources, water utilization, and enlarged and stock-raising homesteads. Under these different divisions a few of the activities are survey of desert watering places, exploratory drilling in arid regions, sampling waters, studies on the use of water power by electric utilities and discoveries of surplus power, development of new water power, examination of water possibilities for stock-raising homesteads.

Under Land Classification, classification is made of lands valuable for coal, oil, phosphate, and various other minerals and of lands concerned with problems of irrigation, dry farming, stock raising, and water power.

Publications dealing with practically every subject investigated have been printed. A well indexed list of these, published in April, 1918, can be obtained on application to Geological Survey, Washington, D. C.

A wonderful collection of photographs under more than 100 headings is filed in Washington. A list of these will be furnished on request and photographs can be obtained at a moderate charge on application to the Geological Survey, Washington, D. C.

The maps published by the survey are indispensable. Every library should have at least the map of its district.

Price lists of available maps, both topographic and geologic, will be furnished on application to the Director, United States Geological Survey, Washington, D. C.

OFFICE OF INDIAN AFFAIRS.

The Commissioner of Indian Affairs has the management of all Indian affairs and of all matters arising out of Indian relations. He has under his control the education of their children, the conservation and disposition of their lands, the use and investment of their moneys, the purchase of supplies for the old and indigent, the care of their health, the building of hospitals, the proper effective use of their agricultural and stock interests, the development and conservation of their great oil and other mineral resources, the building and maintenance of irrigation dams, canals, and other means of increasing the area of their lands, the appointment of employees in direct management of schools and agencies, all matters relating to the civilization of the Indian from a material, educational, and health standpoint.

The annual report of the Commissioner of Indian Affairs issued each year is a valuable source of information to anyone interested in the social, educational, and industrial conditions of the Indians. This report for the fiscal year 1918 shows a total Indian population of 336,243 Indians, of whom there are about 300,000 Indians, either directly under the supervision of the Commissioner of Indian Affairs, or indirectly through their interest in undivided tribal properties and moneys closely related to it. The birth rate for 1,000 of Indian population was 29.42 and the death rate 24.72.

Indian education is accomplished through the medium of non-reservation boarding, reservation boarding, and day schools under Government control; also in mission schools under care and control of denominational authorities, and many are enrolled in public schools, there being reported a total of 63,476 Indian children in these several kinds of schools.

A distinctive policy of the present Indian Commissioner is the gradual elimination of the competent Indians from those who are not competent to handle their business affairs. In all cases where an Indian is found to possess average business qualifications to handle his property and possesses an allotment of land he is given a patent in fee and then becomes a citizen of the United States. This policy has been broadly applied to all Indians of the allotted class who are of less than half Indian blood.

The report of the Commissioner of Indian Affairs for 1918 is especially interesting in showing that about 33,000 Indians were eligible for military service, and up to the signing of the armistice 8,000—6,000 of whom enlisted—were in camp and actual warfare, while patriotic Indians responded to the call of the Government for investment in liberty bonds to the amount of $20,000,000, a per capita subscription approximately of $60.

Indian schools have a modern up-to-date course of study, the central idea of which is the elimination of needless studies and the employment of a natural system of instruction built out of actual activities in industry, civics, community interests, etc. This vocational system is generally recognized as most complete and practical. It is studied by many educators in the United States and foreign countries for its adaptation to the needs of all classes of children under modern conditions.

A Board of Indian Commissioners composed of philanthropic individuals who serve without compensation are appointed by the President. This board from time to time visits Indian reservations, looks over the situation, and makes recommendations.

The following pamphlets have been issued by the Office of Indian Affairs:

Social Plays, Games, and Marching.
Some Things that Girls Should Know.
Outline Lessons in Housekeeping.
Farm and Home Mechanics.
Synopsis of Course in Sewing.
Games Suitable for Group Athletics in Indian Schools.
Setting-Up Exercises (extracts from Manual for Privates of Infantry of the Organized Militia of United States).

These pamphlets were published for the use of Indian schools, but so long as the supply lasts copies will be furnished to librarians on application to the Office of Indian Affairs.

GENERAL LAND OFFICE.

This office represents the pioneer spirit of present and past generations. Pioneers in log cabins of the mountains and the forests, dugouts on the prairies, and adobes in the sagebrush deserts are looking to Uncle Sam to-day to establish their claims and to insure to them and to their children the fruits of their toil. No man with initiative, daring, mental and physical vigor, and a small sum of money in his pocket need complain that he can not own a piece of land on which to build a house. On July 1, 1918, the unappropriated lands in the United States amounted to 222,448,225 acres, which shows that there is still sufficient public land in this country to allow every member of our population 2 acres. It must be understood, however, that the principal acreage of unappropriated public lands is useful only for grazing purposes or is valuable because of mineral deposits.

It is the business of the Land Office to know where these lands are located, to grant claims, to attend to their patenting, to investigate and try land-fraud cases, to lease coal and oil lands, and to make surveys. Rights of way for railways, pipe lines, etc., are granted by this office.

On application to the Commissioner, General Land Office, a list, (No. 628) of circulars may be obtained and also the circulars listed which the librarian may select, covering such subjects as stock raising, homesteads, homesteads in the national forests, coal lands, rights of way, desert lands, Indian lands, etc.

BUREAU OF MINES.

This bureau studies methods of mining, including safety devices, treatment of mineral substances, and the use of explosives; tests and analyzes coals, lignites and other mineral fuel substances belonging to the United States.

The war work done was of signal importance, especially the investigations in mine gases and experiments with safety measures. This bureau first started the work on gas warfare which it carried on until June 25, 1918, when the service was transferred to the War Department.

The impetus given to production of minerals by the war is shown by the following figures:

In 1913, the United States produced 4,000 tons high grade manganese ore; in 1917, 110,000 tons.

In 1913, the United States produced 340,000 tons pyrites; in 1917, 450,000 tons.

In 1913, production of chromite was 250 tons; in 1917, 40,000 tons.

With regard to safety devices, the records show that in the mining of the 9,838,300,000 tons of coal (the amount produced up to 1917) 54,453 men were killed by accidents. Experience is showing that these accidents may be greatly reduced by precautionary and rescue measures.

In order to train miners in "mine-rescue" and first-aid work, mine safety cars are maintained in coal and metal mining regions of the United States. Each car is fully manned with a foreman miner, a first-aid miner, and a district mining engineer and surgeon.

An experimental mine has been opened in the Pittsburgh coal field for the purpose of making explosion tests of coal dust, with the object of developing and testing methods for preventing such explosions.

Prior to the war the United States burned some 500,000,000 tons of coal yearly. If this had been efficiently used, 125,000,000 tons would have been saved each year. Investigations are now in progress which will undoubtedly result in a large saving of this valuable fuel.

The bureau maintains a central library in Washington and 13 branch libraries at the mining experiment stations: Columbus, Ohio; Pittsburgh, Pa.; Ithaca, N. Y.; Minneapolis, Minn.; Urbana, Ill.; Bartlesville, Okla.; Golden, Colo.; Salt Lake City, Utah; Tucson, Ariz.; Seattle, Wash.; San Francisco, Calif.; Berkeley, Calif.; and Fairbanks, Alaska. All books are interchangeable between the stations and there is a daily service to the stations from the central library.

A complete list of publications has been prepared showing those available for free distribution and those obtainable from the Superintendent of Documents, Government Printing Office, on payment of the cost of printing. Interested persons should apply for a copy of the latest list to the Director, Bureau of Mines, Washington, D. C.

Three hundred reels of films and 2,000 lantern slides, accompanied by printed lectures, have been prepared. Individual reels or a collection of slides can be borrowed by any library willing to assume responsibility for breakage or other damage and to pay express charges. Apply to the Director, Bureau of Mines, Washington, D. C.

NATIONAL PARK SERVICE.

"I consider our national parks nature's own museums and classrooms where one may study the making of America and come to regard great scenic features, not alone as wonders, but as open pages from the book of creation," said one of the men in the National Park Service who writes guide books that make one uneasy to be off on a long trail through a great forest, over a mountain pass, or along a quiet flowery valley of one of our national parks.

"In those parks," he continued, "one learns so well the meaning of scenery that he goes back and applies the principles of a great canyon or a mighty waterfall to the ditch behind a country school house or the spillway of a mill dam."

The three fundamental principles governing the National Park Service are: First, that the national parks must be maintained in absolutely unimpaired form for the use of future generations as well as those of our own time. Second, that they are set apart for the use, observation, health, and pleasure of the people. Third, that the national interest must dictate all decisions affecting public or private enterprise in the parks.

This service has charge of 18 national parks: Yellowstone, Wyo.; Yosemite, Calif.; Glacier, Mont.; Mount Rainier, Wash.; Sequoia, Calif.; General Grant, Calif.; Hot Springs, Ark.; Mesa Verde, Colo.;

Grand Canyon, Ariz.; Rocky Mountain, Colo.; Lafayette, Me.; Lassen Volcanic, Calif.; Wind Cave, S. Dak.; Platt, Okla.; Crater Lake, Oreg.; Mount McKinley, Alaska; Hawaii, Hawaiian Islands; Sullys Hill, N. Dak.; and 23 national monuments: Devil's Tower, Wyo.; Montezuma Castle, Ariz.; El Morro, N. Mex.; Petrified Forest, Ariz.; Chaco Canyon, N. Mex.; Muir Woods, Calif.; Pinnacles, Calif.; Natural Bridges, Utah; Lewis & Clark Cavern, Mont.; Tumacacori, Ariz.; Navajo, Ariz.; Zion, Utah; Shoshone Cavern, Wyo.; Gran Quivira, N. Mex.; Sitka, Alaska; Rainbow Bridge, Utah; Colorado, Colo; Papago Saguaro, Ariz.; Dinosaur, Utah; Capulin Mountain, N. Mex.; Verendrye, N. Dak.; Casa Grande, Ariz.; Katami, Alaska.

For all information with regard to what is in the parks, write the National Park Service, Department of the Interior, Washington, D. C.

For information as to how to get to the parks, address United States Railroad Administration, Bureau of Service, Room 646, Transportation Building, 161–164 West Jackson Boulevard, Chicago, Ill.

Librarians should cooperate with the National Park Service in stimulating the recreational use of the parks. Attention should be called to special opportunities afforded science classes to study in the national parks.

The facilities afforded camping parties are too little known. As for the projects contemplated by the men of broad vision at the head of this service, they should also be the projects of the average citizen who loves his country and longs to see its resources utilized to the utmost.

The annual reports of the Director of National Park Service in all larger libraries, may be classed as literature, as well as information.

"Glimpses of our National Parks," a most attractive booklet as well as information circulars describing the various parks and some of the monuments, may be obtained free on application to the National Park Service, Department of the Interior, Washington, D. C.

PATENT OFFICE.

Fifty years ago a clerk in the Patent Office is said to have sent in his resignation because he feared he would "be out of a job," since there could really be nothing new left to invent. Since the organization of the office more than 80 years ago, 1,299,984 patents had been granted up to January 1, 1919.

If it is possible to afford the money, every inventor should certainly visit the Patent Office to find out what has already been done along the line or the idea upon which he is at work. If not, he may send 25 cents for the "Manual of Classification of Subjects of Invention of the United States Patent Office"; find out under what class and subclass his invention would be found and then write for the price of copies of all patents in the subclass. Copies of United States patents, called "Specifications" cost 5 cents each.

In applying for a patent, the applicant is advised to employ a competent patent attorney, as the value of patents depends largely on the skillful preparation of the specifications and claims.

The models of patented objects are no longer on exhibition, but the library has at the service of any interested person clearly

expressed drawings with specifications of every domestic and of many foreign inventions.

Patent specifications and drawings are expensive and require much space, therefore, only the larger libraries maintain files, as, for instance, the public libraries of Boston, New York City, Cleveland, Chicago, Denver, or San Francisco. Every library should have on hand "Rules of Practice" and "Patent Laws of the United States," free on application to Commissioner of Patents, Patent Office, Washington, D. C.

PENSION OFFICE.

In August, 1776, the Continental Congress passed resolutions promising pensions to soldiers and seamen. The first of these reads, "That every commissioned officer, noncommissioned officer, and private soldier, who shall lose a limb in any engagement, or be so disabled in the service of the United States of America as to render him incapable afterwards of getting a livelihood, shall receive, during his life, or the continuance of such disability, the one-half of his monthly pay from and after the time that his pay as an officer or soldier ceases; to be paid by the committee as hereafter mentioned," etc.

From the time these resolutions were passed to the present year $5,395,361,109.69 has been paid by the United States Government as compensation for services rendered in the Revolutionary War, the War of 1812, the Indian War, the Mexican War, the Civil War, the Spanish-American War. Pension or compensation funds for disabilities incurred by soldiers in the recent world war are handled by the Treasury Department.

Every library may have, so long as the supply lasts, a copy of the last edition of the pension laws to be obtained on application to the Commissioner of Pensions, Washington, D. C.

RECLAMATION SERVICE.

The reclamation of 3,000,000 acres of arid land, briefly stated, is the task upon which this service is engaged. Already about 12,000 miles of canals, ditches, and drains, including 90,000 canal structures, have been developed. One hundred storage and diversion dams have been constructed, including the 349-foot Arrowrock Dam, the highest in the world; the Elephant Butte Dam, forming the largest irrigation reservoir in the United States and the longest roller crest dam in the world on the Grand River in Colorado.

In connection with this work 94 tunnels, 1,000 miles of road, 83 miles of railroad, and 3,000 miles of telephone line have been constructed.

At present over 100,000 persons are living on the 25,000 farms irrigated by the service.

For information regarding farms, address the statistician, Reclamation Service, Washington, D. C. There are at present about 300 farms of from 40 to 80 acres open to settlement; the cost, including perpetual water rights, ranges from $30 to $60 per acre, and a farmer has 20 years in which to pay, no interest being charged.

Collections of photographs and lantern slides can be bought at cost. Address Statistician, United States Reclamation Service, Washington, D. C.

A partial list of motion-picture films which may be borrowed are as follows:

The Spirit of the West.
Winning the West.
Millions for Moisture.
The Romance of Irrigation.
Romance of the Southwest.
America's Eden.
Our Great Northwest.
The Land that God Forgot.
American Riviera.
Our Inland Empire.
Our Pagan Peoples.
Photography in Government Publicity.

A price list of publications can be obtained on application to the director and chief engineer, United States Reclamation Service, Washington. The Reclamation Record, issued the first of each month, costs $0.50 a year to other than water users, to whom it is sent free, and is a wide-awake publication which every librarian will find helpful. It is illustrated and contains departments of interest to home makers and teachers in every part of the country.

List of sternly condensed subject headings for a "Use-Your-Government" card catalogue.

Alaskan Engineering Commission:
- Description, scenery, etc.
- Maps.
- Mines.
- Railroads.
- Surveys.

Bureau of Education:
- Alaska, description.
- Alaska, education.
- Americanization.
- Civics.
- Community service.
- Courses.
- Curriculum.
- Domestic sciences.
- Education, agricultural.
- Education, general.
- Education, higher.
- Education, home.
- Education, kindergarten.
- Education, negro.
- Education, rural.
- Education, vocational.
- Educational extension.
- Home economics.
- Libraries.
- School administration.
- School gardens.
- School hygiene.
- School statistics.
- School surveys.

Geological Survey:
- Alaska, description
- Classification, land.
- Hydrography.
- Resources, mineral.

Geological Survey—Continued.
- Resources, water.
- Structure, geologic.
- Survey, geologic.
- Topography.

Indian Affairs:
- Agriculture.
- Allotments.
- Citizenship.
- Customs.
- Education.
- Health.
- Housing.
- Industries.
- Investments.
- Irrigation.
- Missionaries.
- Religion.
- Reservations.
- Stock raising.

Land Office:
- Claims.
- Coal lands.
- Fraud cases.
- Homesteads.
- Land grants.
- Leases.
- Oil.
- Patent rights.
- Public lands.
- Rights of way.
- Stock raising.

Bureau of Mines:
- Combustion.
- Dust.
- Explosives.

Bureau of Mines—Continued.
Fuels—Coal, etc.
Gases.
Health.
Lamps for miners.
Metals.
Metallurgy.
Mining, general.
Ores—Gold, lead, silver, etc.
Petroleum.
Quarrying.
Safety devices.
Sanitation.
National Park Service:
Monuments—
Capulin Mountain, N. Mex.
Casa Grande, Ariz.
Chaco Canyon, N. Mex.
Colorado, Colo.
Dinosaur, Utah.
Devils Tower, Wyo.
El Moro, N. Mex.
Gran Quivira, N. Mex.
Katmai, Alaska.
Lewis and Clark Cavern, Mont.
Montezuma Castle, Ariz.
Muir Woods, Calif.
Natural Bridge, Utah.
Navajo, Ariz.
Papago Saguaro, Ariz.
Petrified Forest, Ariz.
Pinnacles, Calif.
Rainbow Bridge, Utah.
Shoshone Cavern, Wyo.
Sitka, Alaska.
Tumacacori, Ariz.
Verendrye, N. Dak.
Zion, Utah.

National Park Service—Contd.
Parks—
Crater Lake, Oreg.
General Grant, Calif.
Glacier, Mont.
Grand Canyon, Ariz.
Hawaii, Hawaiian Islands.
Hot Springs, Ark.
Lafayette, Me.
Lassen Volcanic, Calif.
Mesa Verde, Colo.
Mount McKinley, Alaska.
Mount Rainier, Alaska.
Platt, Okla.
Rocky Mountain, Colo.
Sequoia, Calif.
Sullys Hill, N. Dak.
Wind Cave, S. Dak.
Yellowstone, Wyo.
Yosemite, Calif.
Patent Office:
Drawings and specifications.
Inventions.
Laws.
Pension Office:
Pensions.
Reclamation Service:
Canals.
Claims.
Dams.
Drainage.
Farming.
Irrigation.
Power, water.
Projects, reclamation.
Reservoirs.
Sluices.
Water.

A short list of current Government publications of interest to librarians is given below. The titles are selected from the cards for the February Monthly Catalogue issued by the Superintendent of Documents.

The editor of National Library Service has connected with every bureau and office listed below and at the present time a sufficient supply of bulletins for library use (that means one copy to a librarian) is available.

For all documents with a price, address Superintendent of Documents.

Agriculture:
First care of baby chicks—Bureau of Animal Industry.
Directory of Bureau of Animal Industry, January 1, 1919.
Production and conservation of fats and oils in the United States. Bulletin 769, Bureau of Chemistry.

Agriculture—Continued.

Machinery for cutting firewood. Bulletin 1023, Office of Farm Management.

Method of testing farms in the South for efficiency in management. Circular 3, Office of Farm Management.

How teachers may use Farmer's Bulletin 948, "The rag doll seed tester." States Relations Service.

(The above publications may be obtained from the Chief, Division of Publications, Department of Agriculture, Washington, D. C.)

Commerce:

Culture of rainbow trout and brook trout in ponds. Economic Circular 41 (Division F, Bureau of Fisheries, Washington, D. C.).

Council of National Defense:

Summary of important State Council work to be carried out in period of demobilization and readjustment. (Council of National Defense, Washington, D. C.)

Fuel Administration:

Coal saving in the home.

Fuel facts—Information for consumers and savers of fuel.

How to burn soft coal in base burner stoves.

How to burn soft coal in the home.

(The above publications may be obtained from the Publications Section, United States Fuel Administration, Washington, D. C.)

Interior Department:

Americanization (monthly). Published by Americanization Division, Bureau of Education.

Brief courses in home making for normal schools. Home Economics Circular 8, Bureau of Education.

Community buildings as soldiers memorials. Community Center Circular 2, Bureau of Education.

Flag exercises for schools of the nation. Bureau of Education.

Home education, with bibliographies. Bulletin 3, 1919, Bureau of Education.

(The above publications may be obtained from the editor, Bureau of Education, Washington, D. C.)

Wild animals of Glacier National Park, price $0.50 (to be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C.).

Hey, there! Do you want a home on a farm? Reclamation Service.

Work and homes for our fighting men. Reclamation Service.

Labor Department:

"Boy Power." Official bulletin of United States Boys' Working Reserve (published at intervals), United States Employment Service.

Government committees (in factories and workshops) and why they were formed. Information and Education Service.

How to help discharged fighters, reduce unemployment, prevent misery and unrest, is problem now confronting every employer in America. Read the answer. United States Employment Service.

Labor outlook for 1919. Information and Education Service.

"Monthly Labor Review." Labor Statistics Bureau.

Relation of cost of living to public health, standard minimum of health budget. Labor Statistics Bureau.

"United States Employment Service Bulletin" (weekly).

Workmen's compensation legislation in United States and foreign countries, 1917-18. Bulletin 243, Labor Statistics Bureau (price $0.40).

Pan American Union:

Ascuncion, Paraguay's interesting capital.

Post Office:

List of rural delivery county maps. Topography Division.

Public Information, Committee on:

German plots and intrigues in United States during period of our neutrality. (Red, White and Blue Series) Service Bureau.

Railroad Administration:

"Public Service." Address of Walker D. Hines, Director General of Railroads, before annual convention of American Passenger Traffic Association.

Shipping Board:

Tonnage explained.

When coal oil Johnny goes to sea.

World trade, list of books, compiled by Newark Public Library.

Treasury:
How farmers may form National Farm Loan Associations. Circular 2, Federal Farm Loan Board.
Monthly list of publications, December, 1918. Public Health Service.
Vocational Education, Federal Board for:
Clothing for family (with bibliography). Bulletin 23, Home Economics Series No. 1.
Concrete construction and cement manufacture. Opportunity Monograph, Rehabilitation Series No. 13.
Electrical construction. Opportunity Monograph, Rehabilitation Series No. 15.
Law as a vocation. Opportunity Monograph, Rehabilitation Series No. 16.
Lumber industry. Opportunity Monograph, Rehabilitation Series No. 19.
Occupations in automobile manufacture. Opportunity Monograph, Rehabilitation Series No. 20.
Occupations in electric manufacturing industries. Opportunity Monograph, Rehabilitation Series, No. 25.
Retail selling. Bulletin 24.
(For the above, apply to Federal Board for Vocational Education, Washington, D. C.)
English 2, Rehabilitation Monograph. Joint Series No. 5.
English 4, Elementary writing and reading for English speaking illiterates. Rehabilitation Monograph, Joint Series No. 7.
Unit Course: Arithmetic 1, for men of limited elementary education. Rehabilitation Monograph, Joint Series No. 13.
Unit Courses: English 1, English for non-English speaking men, illiterate in their native language. Rehabilitation Monograph, Joint Series No. 4.
Unit Course: Penmanship 1, Left-hand writing for men with right-hand amputation. Rehabilitation Monograph, Joint Series No. 8.
Penmanship 2, Legible handwriting for men of elementary school training. Rehabilitation Monograph, Joint Series No. 9.
Unit Course, Physical education 1, Calesthenics for curative purposes. Rehabilitation Monograph, Joint Series No. 12.
(For the above, apply to the Division of Physical Reconstruction, Surgeon General's Office, Washington, D. C.)
War Department:
"Carry On." Magazine on reconstruction of disabled soldiers and sailors (edited by Office of Surgeon General), Medical Department, Army.
Compilation of circulars containing information and instructions relating to demobilization of army, 1918–19. Adjutant General's Office.
Description and instructions for management of gallery practice, rifle caliber .22. Ordnance Department.
Office practice and forms of correspondence. Form 1469, Ordnance Department.
Report of Provost Marshal General on operation of selective service system. Office of Provost Marshal General.

AGRICULTURE.

Among the readjustment problems of the Government, had you thought of the task of reconverting the agricultural forces of the Nation from a war basis to a peace basis? That is one of the big jobs with which the Department of Agriculture is concerned just now.

Probably the first of Government agencies to get its forces mobilized for war was the Department of Agriculture. Legislation previously enacted, while not complete, was fairly adequate. Within a few days after the declaration of war, the 6,000,000 farmers, aided and stimulated by agents of the Department of Agriculture and cooperating institutions, were embarked upon the venture of making a war crop. Food, and more food, and yet more food was the goal. It was accomplished in 1917, and again in 1918, but accomplished at the expense of many things. Rotation systems, carefully built up through periods of years, were overturned. Meadows were plowed up and planted to grain. Permanent pastures were sacrificed. Reserves of fertility that, ordinarily, would have been distributed

through a period of years, were requisitioned for immediate conversion into food. The war ended with the numbers of meat animals considerably increased, with the total of foods produced large, but with the total of feeds produced small.

Return to sound agricultural practice—restoration of rotation systems, reestablishment of meadows and pastures, safeguards for soil fertility, guarantees for the maintenance of the increased number of live stock—is the outstanding problem for this year. Along this line, "Agricultural Production in 1919 with Special Reference to Crops and Live Stock" has been issued as a circular from the office of the Secretary and "Safe Farming for the South" from States Relations Service, Office of Extension Work in the South.

Eradication and control of animal diseases, a part of the regular program of the department, assumes a larger importance in the readjustment work. The campaign for the eradication of the cattle fever tick is being pushed with steady vigor and efficiency. The campaign against tuberculosis of cattle has gained a new impetus. Hog cholera control, with provisions for reshipment of stockers and feeders to farms from stockyards, is receiving special attention. Information as to all of these campaigns is available from the Bureau of Animal Industry.

In the eradication of the common barberry as the one certain means of preventing the black stem rust of wheat, notable progress has been made as the result of remarkable cooperation among all interests concerned. Smut control and other campaigns relating to cereal production show good progress. Information is available from the Bureau of Plant Industry.

The home garden for city dwellers and suburbanites, which proved itself a valuable aid to war-time agriculture, is receiving equal attention as a peace measure. The campaign is conducted jointly by the Bureau of Plant Industry and the States Relations Service.

The Bureau of Entomology and the Federal Horticultural Board are making special efforts against a number of insect pests, including the pink bollworm of cotton and the European corn borer, both of which have gained a foothold in very restricted areas of the United States. Plant quarantines, both comprehensive and localized, have been placed to prevent the introduction of new pests and to aid in the control of those already introduced.

AMERICAN LIBRARY ASSOCIATION.

The 650,000 people who pass each month through the Union Station in Washington, D. C., observe a large painted sign directly opposite the station which bears the slogan "Knowledge Wins on Pay Day," and directs the attention of men leaving the service to the assistance that camp and public libraries stand ready to render. Visitors to the Nation's Capital include both soldiers and civilians from all over the country.

This is one feature of the publicity program which the Library War Service of the Amercian Library Association is conducting to center attention on the home library as a means of helping men back to entire usefulness in civil life, and which it is hoped will develop into a concerted campaign on the part of libraries all over the country to promote vocational reading.

The Library War Service of the American Library Association will be glad to act as a clearing house for vocational reading publicity. If a library will write in to headquarters in the Library of Congress in Washington describing the measures it is adopting, or plans in mind, good ideas can be passed on to other libraries. Any library evincing interest may also have the benefit of an experience gained in aggressive advertising of the book idea among the men of the Army and Navy during the war.

CIVIL SERVICE.

Despite large reductions in the Federal civil service following the signing of the armistice, the demand for stenographers, typists, and bookkeepers still exceeds the supply of available eligibles. The United States Civil Service Commission, Washington, D. C., will receive applications at any time until further notice for these positions in the Government offices at Washington. Examinations are held throughout the country every Tuesday.

Information relative to examinations for these positions in branches of the service outside of Washington, D. C., may also be obtained from local boards of examiners or by communicating with the district secretary of the Civil Service Commission at Boston, New York, Philadelphia, Washington, Atlanta, Cincinnati, Chicago, St. Paul, St. Louis, New Orleans, Seattle, or San Francisco.

COMMERCE.

The President has authorized the appointment of a board to consider post-war stagnation in commerce and industry. The condition, its cause, its remedy, the results to be expected, and the objections to the course purposed are briefly analyzed below:

1. The condition:
   (*a*) *Although*—
      1. Commercial stocks are depleted.
      2. There is plenty of money.
      3. Building and construction are several years in arrears of necessity.
      4. A long period of enforced economy is greatly relieved.
      5. Markets are in prospect in all parts of the world.
   (*b*) *Still*—
      1. Buying is timid and has been decreasing in volume.
      2. Money is also timid and remains in bank.
      3. Some mills and factories are idle; few are running full.
      4. Construction of public and private works has not begun.
      5. Non-employment is spreading.

The normal operation of the law of supply and demand can not cure what it did not cause, first, because it can not operate until buying begins, and second, because buying can not begin until we have a more normal, stable, and homogeneous market.

The condition must be cured as it was caused. It was not caused by the normal operation of the law of supply and demand, but by general, comprehensive cooperation and agreement between industry and Government. It must be cured by the same kind of cooper-

ation and agreement—a consummation possible only at the instance and with the approval of Government.

The war developed a new thing in Government—cooperation and mutual help between Government and industry in which Government appeared not as a policeman and not as a jealous guardian of a suspicious character, but as a friend and helper. This idea proved itself. What is proposed is not governmental control. The board has no power of control. It is proposed to provide a forum in which industry can meet and agree on a policy for itself at the instance and with the approval of the Government, which will help the law of supply and demand over the gap between hold-over war prices and a stable level.

The splendid cooperation of American industry during the war leads to the belief that it may continue and carry us safely through the trying period of readjustment. Surely with our fundamental conditions so sound, there is every reason to believe that we may bridge the gap between war and peace with the same courage and fortitude that always mark the American business man in his dealings with large affairs, and thus escape the unfortunate depressions which the country has suffered following previous wars. The offices of the board will be in the Council of National Defense Building, Eighteenth and D Streets, and it will be known as the Industrial Board of the Department of Commerce.

INTERIOR.

Although Congress adjourned without taking action on the proposed soldier-settlement legislation of the Department of the Interior, providing for work and farm homes for returned soldiers, sailors, and marines, the department, through the Reclamation Service, is continuing its efforts, as far as its limited funds will permit, not only to secure information regarding possible soldier-settlement projects, but to learn the attitude of the men in the service toward the plan, as it is expected that the matter will be brought up at the coming special session of Congress.

The plan provides, briefly, for the construction of group or community settlements comprising 100 or more farm homes radiating from a common municipal center. The returned soldiers, sailors, and marines will be given work constructing these community settlements, building dams and canals in the arid regions, blowing stumps and clearing brush from the cut-over timberlands, and draining the swamp lands. The preliminary investigation has brought to light feasible projects in practically every State, so that these men will usually be able to obtain work in their own States.

After these potential farms have been laid out, cleared, leveled, and perhaps the first crop put in; after houses and barns have been erected; after roads have been built leading through the farming section and to the municipal center; and after this municipal center has been supplied with a town hall, a schoolhouse, a church, and possibly buildings to carry on such cooperative enterprises as the type of farming in the particular locality will suggest, those men who have shown the necessary qualities of thrift and energy to make an agricultural success will be permitted to select farm homes of their own on these projects which they have helped to construct.

During the time that they work for the Government, building these soldier settlements, they will be paid good wages, from which a man who is looking ahead to his future should have no difficulty in saving enough to make the first small payment on the cost of his farm. The balance he will pay in small installments over a period of 40 years.

It is estimated roughly that an appropriation of $100,000,000 would provide for the construction of projects containing approximately 25,000 farms, or about 1,500,000 acres of land.

The idea of community settlements of this character is by no means unique. Such settlements have been tried with unqualified success in Europe and Australia and in the Durham colony in California. Under the community-settlement plan it is possible from the beginning to provide for cooperative enterprises, such as buying and selling organizations, cooperative creameries, canneries, warehouses, and the like. It is also possible to arrange for Federal supervision and instruction, which are practically impossible in the case of individual farmers scattered here and there throughout a locality.

The Department of the Interior has issued two publications regarding the plan. One is a pamphlet entitled "Work and Homes for Our Fighting Men," which describes the plan in some detail, gives extracts from letters from men in the service commenting on the plan, and also tells what other English-speaking countries are doing along this same line. The other publication is a booklet, entitled, "Hey There! Do You Want a Home on a Farm?" This is a popular description of the plan in the form of questions and answers, and also has attached to it a return post card questionnaire. These booklets are being distributed to the men in the service at the various camps and naval stations throughout the country, and they are asked to fill out the questionnaire if they are interested in the plan and mail the post card to the department. About 30,000 of these cards have been returned from men who wish to secure work and a farm home.

LABOR.

Naturalization work of the Department of Labor is increasing rapidly, and almost weekly gains are shown in the numbers of new municipalities cooperating in establishing citizenship classes. Returning soldiers are being offered every opportunity to gain citizenship, and are responding splendidly.

Speakers for the information and education service are addressing soldiers in camps, urging them to go back to their old jobs wherever possible and citing the readiness of most employers to take back their men who entered the service. The employment service is placing returned soldiers, and the local councils of defense are also cooperating.

The training service is now establishing as many factory training departments as during the war, a condition which shows that business is getting under way, and that the advantages of peace-time training are being appreciated. The Working Conditions Service is completing plans for community health surveys which will cover such matters as milk and water supply, public dining rooms and other factors that may affect the health of the people.

It is announced that the Employers' Industrial Commission, sent abroad by the department, will investigate reconstruction

problems not only in England but in as many other European countries as time permits. Meanwhile, the Investigation and Inspection Service is planning a series of important nation-wide inquiries at home, affecting large industries.

The department has just published through the office of the director of negro economics, a report on negro migration in 1916–17, showing the magnitude of the migration, its effects, and suggested remedies for the causes that induced it.

RED CROSS.

Dr. Livingston Farrand, the newly appointed head of the Red Cross Central Committee which succeeds the Red Cross War Council, in a speech to his coworkers, said: "Our program of peace is chiefly to broaden the work which the Red Cross has been doing."

The new chairman scattered effectively any notion that Red Cross work is finishing or finished. "On the contrary," he said, "it is going to be greater," and while he didn't announce a financial drive he intimated its possibility.

"Why? Because we still have an Army in France, because the work that is being done for the civilian population of France, Italy, and Belgium can not be suddenly cut off. While we do not propose to feed them still there is much aid to be given. The calls of distress in Palestine and Poland also necessitate help and the sending of commissions."

"The Red Cross Home Service, originally begun in the interests of families of soldiers, should be extended to all homes in every section, especially in the South and West."

"Problems of mortality, child health and tuberculosis should be taken up, the Red Cross acting, not as the great absorber of existing agencies, but as an organization for the support and coordination of existing agencies and for supplying agencies where none exist."

Dr. Farrand has gone to France to prepare for an international conference of Red Cross Societies which will meet in Geneva 30 days after the signing of peace. The international organization will be proposed at this conference.

SHIPPING.

Shipping is now the universal interest of mankind. This is the conclusion reached by Edward N. Hurley, chairman of the United States Shipping Board, after several months spent in Europe, at the orders of President Wilson, in close observation of shipping prospects and problems. Shipbuilding is now an international business, and orders for ships may fly from one flag to another like birds. Similarly the business of operating ships is international, and supremacy will go to the nation that is most economical and efficient. America has invested thousands of millions of dollars in shipping, and we have today the greatest shipbuilding industry in the world. Chairman Hurley has made a formal report to the United States Shipping Board upon his studies abroad, which shows the outlook for our shipbuilding industry and for our ships in ocean competition. To obtain a copy of this report or other data frequently published by the United States Shipping Board address Information Bureau, United States Shipping Board, 1319 F Street, Washington, D. C.

TREASURY.

In cooperation with the General Federation of Women's Clubs, the Savings Division of the Treasury Department has prepared "Ten Lessons in Thrift" for use in club work. These lessons cover a wide field and will help to interpret the Government's announced campaign to make Thrift a permanent and happy habit of the American people. The subject is treated under the following heads:

1. Economic and Social Background.
   Thrift and savings, savings and wealth, wealth and civiliaztion.
2. Thrift in the Household.
   The family a corporation, the woman as home manager.
3. The Household Budget.
   Principles, methods, and uses of the budget.
4. Family Accounting.
   Purposes, methods and values of accounts.
5. Thrift in Buying.
   Tests of choice and standards of values.
6. Conservation of Things.
   The business of getting, keeping and using home wares.
7. Conservation of Living.
   The ministry of things to matters spiritual.
8. Thrift in Municipal Affairs.
   Action and reaction of household and community.
9. Funds and Investments.
   Translations of savings into funds, canons of investments.
10. Systematic Savings.
    How to save, how to invest—War Savings Stamps.

Address Savings Division, Treasury Department, Washington, D. C.

FEDERAL BOARD FOR VOCATIONAL EDUCATION.

There are two kinds of returning soldiers—the able and the disabled. Both have their problems, but there isn't a man or a woman in America to-day who isn't interested in the man who has given something of himself for his country, and now is unable to take up the old job. They want to know what the country is going to do for these men. They want to know what they can do for them. They want to know what the men can do for themselves.

Over 12,000 disabled men have been in touch with the Federal Board desiring reeducation. There are thousands more to whom is offered the opportunity to be reequipped at the Government's expense to run the industrial race.

The bulletin "Publications of the Federal Board for Vocational Education" has been sent to 9,000 libraries. Every publication listed there will be sent to your library on application, and there is your part in helping the wounded man. Know about these publications and have them available for everyone who is interested in putting the disabled man back into active life. The Vocational Summary which is published monthly by the board keeps you informed about the progress of reeducation. Current news on this subject is of inestimable value. Any library can have this on application to the Federal Board.

GOVERNMENT NEWS CALENDAR FOR ANY LIBRARY DESIRING TO GIVE SYSTEMATIC GOVERNMENT NEWS SERVICE.

First Monday every month, Agriculture.
Second Monday every month, American Library Association.
Third Monday every month, Civil Service.
Fourth Monday every month, Commerce
First Thursday every month, Interior.
Second Thursday every month, Labor.
Third Thursday every month, Red Cross.
Fourth Thursday every month, Treasury.
First Saturday every month, Vocational Education.

If you have not time for anything else, copy the news note in National Library Service and put it on the bulletin board.

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DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION
Division of Educational Extension

NATIONAL LIBRARY SERVICE

BULLETIN No. 4

Washington
Government Printing Office
1919

To the Librarians of the United States:

In all the four corners of the earth, in the remotest lands across the seas, there are now representatives of the Department of Commerce who have gone to bring back information which will no doubt answer questions now in the minds of people in your own towns. In offices in Washington hundreds of workers search through books and records for other facts. Along our coasts, in Alaska and Hawaii, in the Philippines and the West Indies, as well as from Maine to California, are men and women working under the Department of Commerce in lighthouses, fisheries, and other services. Your fellow townsmen may need to know something which has already been learned by these workers or by our scientific investigators. We are ready to help; all our facilities are at their disposal. The librarian to whom this circular comes can make the connection between the question and the answer. Since our work has been established at the behest of the American people, we welcome any opportunity to make it fruitful and beneficial to them.

William C. Redfield

Secretary of Commerce.

April, 1919.

COMMERCE IN THE LIBRARY.

The Department of Commerce has a universal appeal based on ever-present human desires. The longing for the silks and spices of Cathay led to the discovery of America. The desire for one or another commodity of exchangeable value brought here the English, the Dutch, the French, and a score of other nationalities and gave us a cosmopolitan population. Germany's desire to control international commerce plunged us into a world war the results of which are yet to be written.

Commerce takes one far afield. Its activities are models of organization, patterns of ordered logical thinking, and examples of how results of deepest scientific research can be made accessible and understandable to any ordinarily intelligent and progressive person.

The Secretary of Commerce recently said:

> The nations must needs live, and to live they must trade, and trade does not do harm but good if into the heart of commerce is brought the ideal of service. We must furnish the people of the world not what is most advantageous for us to sell them, but what is most to their benefit to obtain. That means that commerce must be humanized and sympathetic as far around the earth as you wish to sell your goods.

The librarian, as director of a department of the commerce of thought, has in his realm the same problems with which the world of material commerce is grappling and like his fellow citizen the merchant, he must sell the ideas his patrons need. Like the merchant, he must develop a world consciousness which is founded on the realization that an individual counts only in so far as he is an effective member of society.

The librarian then, who functions for his community, looks out from his watchtower over the world and turns a switch here or there to route a train of thought to the junction it wishes to reach. I say junction advisedly, for trains of thought never reach a terminal.

The train dispatcher does not turn a track toward San Francisco if the passengers wish to reach Los Angeles. The librarian does not force the latest Commerce Reports upon the man who asks for Aristotle's Poetics, but if the man who wants Aristotle is a responsible citizen of the United States he will want to know what is being done by a department which is building up a power that makes or unmakes nations. He will not fail to stop in the Government information corner if in that corner the news of what his country is doing is effectively told.

For his commerce news, the librarians will use the daily Commerce Reports (free to libraries agreeing to give its items daily publicity). This material costs the Government a large amount, and no librarian is justified in receiving it for archive files only.

A current bulletin attached by one corner with a thumb tack is a disagreeable sight; as for the month-old bulletins, cards, and notices that destroy the efficacy of our bulletin boards, what wonder that the business man avoids his town library where such practices obtain.

Books, as well as goods, must be attractively displayed and intelligently advertised, and as Government documents, which should be the property of the people, are unknown to the ordinary library patron, the librarian must advertise them, and, like the salesman, he must follow the principles of advertising.

First, know the goods.
Second, believe in them.
Third, know your customer's needs.
Fourth, aim to give him what he needs.

No librarian will ever popularize a document if he does not know its contents and if he does not like it himself. The matter in the daily Commerce Reports is not merely informational; it is written in a style that might serve as a pattern of clear, concise, readable presentation of a subject. Suppose a librarian runs through a current report, decides on the article to be featured, and then on that leaf of the multiplex screen devoted to commerce puts the following notice:

"Men of Greek descent, are you interested in American capital helping develop the rich plains of Macedonia and Thrace? Read Commerce Reports, March 28. Ask for books and articles on Modern Greece."

Or—

"On the shipping program largely depends the future of American commerce. Read Mr. Hurley's plan for operation of American merchant marine, Commerce Reports, March 28. Ask for Mr. Dana's lists of books and articles on ships and shipping."

Or—

"Australia, the land of opportunity. Read industrial and commercial development in Victoria, Australia, Commerce Reports, March 28. See pictures of Australia on display in main reading room."

On the section of shelves devoted to commerce, pamphlets and books are neatly arranged, covered, if possible, with attractive covers properly lettered. This is distinctly a business man's shelf, and the librarian needs a business man's consulting committee to study and suggest best possible ways of making it effective. A local chamber of commerce or board of trade would doubtless appoint such a committee.

Books and pamphlets in this section will undoubtedly be chosen with the needs of a community in mind. If the town has shoe factories, pamphlets on all phases of the shoe industry will be collected. If a canal or railroad is being projected, clippings and articles on opportunities for enlarged business in connection with the new projects will be collected.

Maps, posters, charts and graphs of all kinds can be used effectively—not too many being displayed at a time. In short, the librarian can paraphrase, as a slogan for his commerce books, the words of the Secretary of Commerce—

"As the representatives of the great commercial department of the Government, we suggest ways in which we can be of service to the business of the country and in which the business of the country can be of service to the Nation. That word 'service' is to be the test of us and of you."

DEPARTMENT OF COMMERCE.

The Secretary of Commerce is charged with the responsibility of carrying out the purpose of his department, which, briefly outlined, is as follows: To foster, promote, and develop the foreign and domestic commerce, the mining, manufacturing, shipping, and fishery industries, and the transportation facilities of the United States. Specifically, his duties are—

The administration of the Lighthouse Service, including the establishment and maintenance of aids to navigation.

The taking of the census.

The making of coast and geodetic surveys.

The collection and publication of statistics on foreign and domestic commerce and the promotion and development of the foreign and domestic commerce of the United States, including field investigations at home and abroad.

The inspection of steamboats and their equipment and motive power and the enforcement of laws pertaining thereto for the protection of life and property.

The propagation and distribution of useful food fishes, the supervision of the Alaskan salmon industry, and the care of the Government seal herd (on the Pribilof Islands in Bering Sea), including the production and sale of seal furs.

Jurisdiction over merchant vessels, including their registry, measurement, licensing, entry, clearance, etc., and the enforcement of the act requiring wireless equipment on vessels, and also the enforcement of the navigation laws.

The standardization of weights and measures, and numerous other matters which belong within the domain of commerce.

The Secretary personally addresses numerous associations of manufacturers, societies, and chambers of commerce, and writes articles which appear in a wide range of nongovernmental periodicals. He has recently summed up in one terse statement the contribution of the department toward commercial readjustment after the war.

"It proposes to help in three distinct ways: by direct propaganda and enlarged information service in all lands; by continuing the admirable work of commercial conservation and standardizing, involving the stopping, as far as may be, of industrial, wastes; lastly, by placing through its great new laboratories the fruits of science and research at the service of industry."

UNITED STATES CENSUS BUREAU.

This bureau is the greatest statistical office in the world. "The developments of statistics are causing history to be rewritten. Till recently the historian studied nations in the aggregate, and gave us only the story of princes, dynasties, sieges, and battles. Of the people themselves—the great social body, with life, growth, forces,

elements, and laws of its own—he told us nothing. Now, statistical inquiry leads him into hovels, homes, workshops, mines, fields, prisons, hospitals, and other places where human nature displays its weakness and its strength. In these explorations he discovers the seeds of national growth and decay and thus becomes the prophet of his generation."

The chief instrument of American statistics is the census which should accomplish a twofold object: "It should serve the country, by making a full and accurate exhibit of the elements of national life and strength; and it should serve the science of statistics by so exhibiting general results that they may be compared with similar data obtained by other nations. The census is indispensable to modern statesmanship."

Practically every man, woman, and child of thinking age has a personal census of one or many things—of dollars, of linen, of marbles, or dolls. As individuals, we list our belongings in one form or another. The Government Census Bureau may be compared to the head of a family setting down the number of persons in his family and the amount of his possessions.

The Federal census lists the whole family of the United States—lists our people according to their ages, races, nationalities, etc., and according to their occupations; lists our farms, their live stock, the crops they produce; lists our manufacturing industries and their products, our mineral resources, and our wealth in general. Practically no important legislative bill is discussed without the background of figures furnished by the Census Office. Congress may have under consideration a bill proposing changes in the literacy test for immigrants. It must know how many illiterate foreigners there are in this country. A State may be contemplating a change in its educational system. It will need to know the number of illiterates living within its borders, and the average school attendance of persons of school age. When Congress had before it the draft bill, the first question was approximately how many men of draft age there were in each State, county, and city.

The census serves so many purposes that we use it as unconsciously as we breathe air, without noticing that we are using it. "In the records of such a laboratory the growth of a nation is epitomized and its current work, the imperceptible changes which are taking place, are accurately determined."

War developed the community census idea and efficient card indexes were developed of organizations, institutions, specialists, and volunteer workers; these indexes should be revised and maintained to fit the need of peace times and to be ready for service in case of an emergency, such as a diastrous fire, flood or influenza epidemic—and where is there a more fitting place for such a file than in the library service corner? The principles of the great Federal census can well be applied to the community library service census.

The publications of greatest interest to the average librarian are the Statistical Atlas of the United States, which tells the story of the census by maps and graphs and the Abstract of the Census, covering the four principal branches—population, agriculture, manufactures, mines, and quarries. (The Statistical Atlas, of which only a very few copies remain available for distribution, may be purchased, $2.50, from the Superintendent of Documents, Government

Printing Office. The Abstract is supplied free to libraries upon application to the Director of the Census.) A pamphlet, The Story of the Census, 1790–1916, and a classified list of census publications may be obtained from the Director of the Census without charge.

UNITED STATES COAST AND GEODETIC SURVEY.

A full and complete knowledge of the coast, its nature and form, the character of the adjacent sea bottom, the positions of reefs, shoals, and any other dangers to navigation, the rise and fall of the currents, and the variation of the compass, are of the greatest practical value and a real necessity to all those nations whose lands touch the sea or who have any interest in its commerce.

The Coast and Geodetic Survey is charged with the survey of the coasts and the publication of charts and other information covering said coasts. This includes base measure, triangulation, topography, and hydrography along the coasts; the survey of rivers to the head of tidewater or ship navigation; deep sea soundings; temperature and current observations along the coasts and throughout the Gulf and Japan streams; magnetic observations and researches, and the publication of maps showing the variation of terrestrial magnetism; gravity research; determination of heights; the determination of geographic positions by astronomic observations for latitude, longitude, and azimuth, and by triangulation, to furnish reference points for State surveys.

Some idea of the importance to this country of surveys of its coasts, and also of the magnitude of the undertaking, may be formed when we recall that the actual shore line of the United States, its insular possessions and Alaska, which includes all of the islands, bays, sounds, and rivers in the tidal belt, reaches the large total of 103,000 miles.

The success of a country's commerce depends, first, upon the accessibility of its seaport towns, therefore the charting of its coast waters to insure safety of the navigation of those waters are of first importance.

During the two fiscal years 1913 and 1914, $4,830,463,297 worth of exports left the United States seaports, excluding the Philippine foreign trade, and $3,706,933,891 worth of imports arrived (exclusive of Philippine foreign trade).

Upon the charting of the Alaskan coast, which in itself is longer than that of the entire continental United States, depend many human lives and many great enterprises. Alaska can be approached only by water, her waterways are her only gateways. The seaport towns and the interior can be reached by ships only. The safeguarding of these vast areas is therefore the essential step in the development of that territory.

The practicability of the charts prepared has been demonstrated, in thousands of instances, to cite only one of a river leading to placer mine deposits. "It was decidedly exceptional and purely accidental if a vessel managed to enter the river without serious delays and groundings. After the survey had been made, it is stated that an officer unacquainted with this region and using only methods and data available to all navigators, safely piloted a vessel through the approaches and into the river without delay or inconvenience."

During the past year 235,000 charts have been distributed. No navigator, wherever his voyage may take him, feels himself safe without these charts.

The survey publishes 650 charts covering the coast of the United States and Alaska, Porto Rico, the Canal Zone, Hawaii, and the Philippine Islands, also magnetic variation charts of the United States, Alaska, the West Indies, and the Philippine Islands. Ten Coast Pilot volumes are issued covering the Atlantic, Gulf, and Pacific coasts, and the coast of Alaska; Sailing Directions of the Philippine Islands are also issued.

A bibliography of publications issued by the survey may be obtained without charge from the Division of Publications, Department of Commerce. Chart catalogues containing also lists of the Coast Pilots, Inside Route Pilots, and Tide Tables can be obtained free of charge on application to the office of the survey.

The publications giving results of the geodetic, magnetic and hydrographic work furnish geographic positions, elevations, depths of water, data concerning changes in coast line or in depths in channels and harbors, and information relating to terrestrial magnetism in convenient form for the use of engineers, surveyors, railroad officials, State and municipal governments, other departments of the General Government, or those engaged in any work of development, construction or improvement.

BUREAU OF FISHERIES.

During the fiscal year 1918, 40 species of fish were propagated, including lobsters and economically valuable fresh-water mussels. As a result over 4,000,000,000 eggs and young were planted in every State and in Alaska. This service involved 570,574 miles of travel.

Marine and fresh-water fishes and invertebrates were collected and hatched at 50 stations and 76 substations in 34 States and Alaska. Food and game fishes were rescued from overflowed lands where they were in peril of being left by the receding waters and returned to the safety of the streams.

Solely by reason of these fish-cultural operations, supplemented by similar activities on the part of the States, the supply of trout and other game and food fishes in streams and small lakes is being maintained and increased, the whitefish of the Great Lakes is holding its own, the shad in certain waters is being saved from extinction, and the effects of heavy fisheries for the Pacific salmons and certain marine fishes are being compensated. As a result of transplanting, the Atlantic shad and striped bass are abundant on the Pacific coast, and the former are being shipped back in large numbers to supply the markets of their ancestral regions. It is believed that the recently inaugurated propagation of fresh-water mussels will relieve the danger of depletion of the supply of the raw material of the pearl-button industry.

Statistics gathered by the bureau are not only of immediate interest to the fishery industries, but are highly important as a basis for determining the necessity and the measures for the regulation and conservation of the fisheries. In the last few years special statistical reports have been published on the menhaden, oyster, lobster, and fresh-water mussels, in addition to comprehensive general reports on the entire fisheries of various sections of the country.

The regulation of the fisheries, whether in navigable waters or not, is a function of the government of the several States within which they are located, and until recently the Bureau of Fisheries had no executive duties in the enforcement of fishery regulations, although in its advisory capacity it exercises large influence over fishery legislation. It is now charged, however, with the enforcement of the laws relating to the fisheries and the taking of fur-bearing animals in Alaska, and has entire administrative control of the Pribilof Islands, their native inhabitants and the fur-seal herds which resort to them during the breeding season. The annual value of the fishery products of Alaska is about $51,000,000, or over seven times the original cost of the Territory to the United States.

The scientific work for which the bureau was originally created has grown greatly in both quantity and scope. It embraces the study of the habits, distribution, food, environment, diseases, and classification of fishes and other aquatic animals, especially those of commercial importance, and of their food and enemies. The information necessary as a basis for the conservation and improvement of the fisheries therefore, covers a wide field in aquatic biology, physics, and chemistry, and the scientific work of the bureau is governed by an appreciation of these requirements.

Investigations and experiments are conducted by field parties working in all parts of the country, at the general laboratory in Washington, the marine biological stations at Woods Hole, Mass., Key West, Fla., and Beaufort, N. C., and the biological station on the Mississippi River at Fairport, Iowa. For marine investigations the bureau has an able seagoing steamer, a coastwise steamer, a motor vessel, and various launches, and small boats are employed both on the coast and in interior waters. Some of the practical scientific aid which the bureau has extended to the fisheries in recent years consists of the location of new fishing grounds, the development of markets and means of using wasted or neglected fishery resources; the development of methods of sponge, terrapin, and fresh-water mussel culture; causes of disease in fishes; surveys of oyster bottoms and recommendations for their conservation and utilization; recommendations for State fishery legislation, etc.

In recent years a number of new fishes have been introduced to the markets through publicity campaigns inaugurated by the bureau, and methods of curing fish, new to American practice, have been established with the result that many millions of pounds of products heretofore wasted have entered into consumption to the benefit of both producers and consumers. A fishery industry laboratory now nearing completion in Washington will add greatly to the efficiency of this work.

A list of publications issued by this bureau is given in the general list of the Department of Commerce.

Circulars on the utilization of fishery products and the methods of preparation by canning, salting, smoking, etc., together with cooking recipes, will be sent on application to the bureau.

The bureau has photographic negatives illustrating some features of its work. Prints from these may be made by local photographers at the expense of applicants. A few motion picture reels illustrating shad, lobster, whitefish, and salmon culture, and the rescue of fishes from overflowed lands are available.

It is the function of this bureau to collect and to distribute information which will assist the manufacturer and exporter.

The collecting agencies are:

1. Trade commissioners, traveling officers with a single subject or group of subjects for investigation, who are not restricted in their studies to any one country.

2. Commercial attachés, officers whose duty it is to maintain a general outlook over trade in the country within which they are stationed. Posts at present are as follows: London, Paris, The Hague, Copenhagen, Petrograd (closed temporarily), Buenos Aires, Rio de Janeiro, Santiago (Chile), Peking, Tokyo, Melbourne.

3. Consuls, officers of the State Department, have fixed posts and are, among other important duties, charged with that of maintaining a local outlook over the trade of their consular districts.

4. Statisticians in Washington, who compile the statistical returns of the customhouse.

5. Research workers in Washington, who compile information from official publications of foreign countries and from confidential reports.

6. Foreign tariff specialists in Washington, who collect and compile from all available sources tariff information on foreign countries and upon allied subjects, such as embargoes, trade-mark laws, and free ports.

This free service covers the whole earth and is so flexible that it can meet the widest needs of American commerce.

"The future of our commerce abroad, as at home, lies in so conducting its affairs that all parties thereto shall be gainers. We go, let us say, into a strange land. We may look at its people in two ways. We may say 'What is the utmost we can extract from these people by greater knowledge, by clever scheming, perhaps by the use of direct or indirect compulsion?' On the other hand we may say 'How can we help these people and win a due regard from them, gladly given because we are helpful?' What are their needs? How can we supply them? In the latter case would fall the investment of our funds abroad, in railways, utilities, public and private services of all kinds, the development of their natural resources of whatever kind they might be and through the spending there of our means and our efforts, building up those peoples. Out of that would normally come the growth of business flowing to our shores."

"He who sells plows to replace the forked stick of wood, he who sells tractors to replace the ox, he who sells pianos to homes where music was not before, he who sells books where there was nothing to read is serving. He who builds a railway where there was none, who puts a ship where it is needed, who opens a mine and builds a mill is serving and should be rewarded for so doing. He who helps others to do these things for themselves, does still more service. His profit comes from the response of other peoples to his leadership. This is true at home and abroad. It adds dignity to business, gives honor to trade, and makes commerce the handmaiden of civilization."

"Our officers abroad are ready to help. They may be attachés, located at a great center, or trade commissioners moving to and fro on special errands. Their purpose, wherever they are, is to serve the commerce of the country. Theirs will be the duty to point out where that commerce may serve others and gain by so doing."

Information gathered by the various agents is disseminated through addresses delivered before representative bodies of business men and through printed circulars which are given the widest possible selective distribution. These circulars, with the exception of statistical and tariff reports, are based on fundamental, psychological, historical, geographical and economic data. In addition to furnishing facts for the business man, many of the bulletins are valuable additions to the collections of libraries making a point of reference work.

A bulletin of the "Special Agents Series," picked up at random—"Cotton Goods in China"—has subject headings as follows: Area and population; treaty ports and commercial centers; Manchuria; transportation in China. Then comes an exhaustive survey of cotton import and native trade. This is followed by currency, tariff, shipping, weights and measures, how to increase trade, description of principal mills, wages and buildings, and a score or more of other headings. The clear, compact style of the monograph is indicated in the opening paragraph:

"China, the largest market in the world for cotton yarn and the second largest for cloth, being exceeded by India alone, has an area, including dependencies, of 4,278,352 square miles, and a population variously estimated at 325,000,000 to 400,000,000. Its total area is slightly greater than that of the United States, Mexico, and Central America combined, and its population nearly four times that of the United States, or eight times that of the entire continent of South America."

A quotation from "Russia," of the Special Consular Report, testifies to the readable nature of that material.

"In Siberia, the region between the Arctic Circle and the Arctic Ocean is a frost-bound waste, growing only arctic mosses and lichens and inhabited by nomadic hunters and fishermen. The ivory tusks of extinct mammoths are dug from the ice and frozen soil of this region. South of the tundra is a vast area of coniferous forests, extending from the Ob River far beyond the Lena, yielding lumber and abounding in fur-bearing animals. The agricultural lands of Siberia are in the southern part, extending down to the Chinese border."

These publications increase our geographical knowledge and so widen our visions of and sympathy with those whom we call foreigners, that we actually get their points of view, understand why they desire certain things, and so adapt our trade as to meet those desires.

The Secretary recently illustrated this point by the following story:

"In Central America are Indians, who by reason of their natural habits and customs, are rather large buyers of certain textiles. Three countries had tried to sell them such goods without much success—Great Britain, Germany, and the United States. At last the Germans did what seems normal to a German. They went to an ethnologist, and asked him what the difficulty was. He told them that as part of the religious cult of these Indians they regarded certain symbols and colors as lucky and others as unlucky and that it would be a wise thing to print only such designs on their goods and to use such colors as were considered by the Indians to be lucky and to avoid those symbols and colors that were considered unlucky. By that method, which after all is a scientific method, namely, to ascertain truth by study in advance of action, Germany got that business. It is a simple lesson. How many of you would select orange colored goods for sale in Dublin or invade the markets of Asiatic Turkey with articles bearing designs of the Holy Cross?"

On application to the Publications Division of the Department of Commerce, a catalogue of the Bureau of Foreign and Domestic Commerce publications will be sent free to any librarian. In this catalogue all printed matter is classed under subjects. A complete index, beginning with "Abyssinia" and ending with "Zinc," gives an analysis of the contents of practically all subjects dealt with by this bureau.

"Commerce Reports," the bureau's daily newspaper, is a digest of the current business news of the world. The yearly subscription is $2.50. Address the Superintendent of Documents.

LIGHTHOUSE SERVICE.

On September 25, 1916 the two hundredth anniversary of the establishment of Boston Light, the first lighthouse in America, was celebrated.

On June 30, 1918, the "aids to navigation" maintained by the United States Lighthouse Service numbered 15,673. These aids include light stations, fog signals, light vessels, buoys and day beacons along 46,828 miles of coast line and river channels. The service is divided into nineteen districts, with a superintendent of lighthouses in charge of each. His office has also its technical force for construction and upkeep of land and floating structures. In all, the services of about 6,000 employees are required.

Secretary Redfield recently said:

"The men of this service work with none to trumpet their praises, and with only their own sense of duty to guide them. The story of the Service is full of brave deeds, and I honor the men who have done and are doing these things. We have established the custom of sending a letter of commendation to men who have gone out of the path of duty to do some unselfish act, and almost every week there is some such letter to be written to some man in the Service. I recall a case of only a few weeks ago where the officers and crew of one of these vessels for 54 hours, in darkness and storm, fought to save an alien ship which was four times larger than their own. It is an honorable service, worthy to be appreciated by the public whom it serves, and I am glad to have this opportunity to express my appreciation of it."

One or two excerpts from reports show the matter of fact way in which these keepers meet emergencies.

"I arrived at the light at 9.30 a. m. I took the lamp out, and as I went to blow it out it exploded and knocked me off the light (22 feet) and I did not know anything until 12 m. When I came to I found the lamp gone. I crawled back to the boat (250 feet) got another lamp and put it on the beacon and lit it. Then came home (8 miles). Injury, broken leg just above the ankle and severe bruised shin and bruised arm and lick on head."

There are a number of women keepers, one reported that when the machinery of her fog signal was disabled she "struck the bell by hand for 20 hours and 35 minutes until the fog lifted."

A well-known keeper, Ida Lewis, at Lime Rock Lighthouse, Newport Harbor, kept the light 32 years. She is reported to have rescued 13 people from drowning.

The most powerful light in the United States, estimated 25,000,000 candlepower, is that of Navesink Light, N. J. The tallest tower (200 feet) is at Cape Hatteras, N. C.

In the National Geographic for January, 1913, the Commissioner of Lighthouses gives a very complete and well-illustrated history of lighthouses in general. A bulletin, The U. S. Lighthouse Service, 1915, may be had free on application to the Commissioner of Lighthouses. Libraries in the vicinity of lighthouses may be put on the mailing list for the Lighthouse Service Bulletin, a monthly periodical issued from the Washington office.

BUREAU OF NAVIGATION.

This service is charged with general superintendence of the commercial marine and merchant seamen of the United States except as far as supervision is lodged with other officers of the Government.

This work includes the decision of questions relative to the issue of documents of vessels and their filing; vessel admeasurement and collection and refund of tonnage taxes. It authorizes change of names of vessels and prepares an annual list of such vessels. Radio equipment on merchant vessels is under the jurisdiction of this bureau.

The bureau enforces through its field officers the navigation and steamboat inspection laws and considers the action to be taken on penalties incurred for violation thereof.

Publications of the Bureau of Navigation are not intended for general distribution, but in special cases they can be secured upon request addressed to the bureau. They are as follows: List of Merchant Vessels of the United States; Code List of Merchant Vessels of the United States; Radio Laws and Regulations; Report of the Commissioner of Navigation; Navigation Laws of the United States, edition of 1919.

BUREAU OF STANDARDS.

As much gold as you can carry, or as much meat as you can eat, or cloth enough for a coat were the old measures. Now even the air we breathe has been weighed; the volume of water delivered over Niagara Falls has been computed; the distance from here to the sun has been measured. We lead a measured existence from the time we wake up in the morning and put on our clothes, the very threads of which have been tested, measured, and "standardized," to the time when we darken the electric lamp—the light, heat, and power of which have been measured to a thousandth of an inch.

The standards of all American measurements, both quantitative and qualitative are determined in a group of many buildings a few miles from the National Capital, occupying 24 acres of ground on a hill with outlook over all the surrounding country.

The various kinds of standards dealt with are grouped under five main heads.

STANDARDS OF MEASUREMENT.

Length, area, volume, and capacity are determined to $\frac{1}{254,000}$ of an inch; to $\frac{1}{50,000,000}$ of an ounce; to $\frac{1}{1,000,000}$ of a degree of temperature.

STANDARD CONSTANTS.

Mechanical equivalents of light, heat, electricity, gravitation, etc. For instance, melting points and other physical constants are accurately determined and by the fundamental data so determined, specifications are prepared for standards of quality for materials, performance for machines, and practice for gas, electric, and other services.

STANDARDS OF QUALITY.

The exact quantities of different properties of materials required to make a satisfactory whole. For instance, the strength and number of threads to a square inch for a certain quality of fabric; chemical constituents of a certain brand of goods on the market, etc.

STANDARDS OF PERFORMANCE.

The operative efficiency of machines, such as airplane motors and engines of all sorts.

This includes technical regulation of construction, installation, and operation of public utility systems, such as gas, electricity, telephone service, etc., all based on specifications worked out at the Bureau of Standards.

Perhaps more than any office in the Government, the work of this bureau intimately touches the lives of the people; it offers the test of tests for the materials concerned with practically every action of our daily lives.

The director writes in a recent report:

"The bureau compares with its own standards of measurement the standards of measuring instruments of States, cities, scientific laboratories, educational institutions, manufacturers, Government bureaus, or the public, for which a nominal fee is charged, except in the case of the National and State Government institutions. It gives the advice concerning these standards or their uses, whether it be in connection with the enactment of laws, regulations, or ordinances concerning the weights and measures of everyday trade or in connection with precision standards used in scientific work and the industries. It gives advice upon request to State and city officials, public service commissions, and public utility corporations regarding the standards of measurement, or quality, or performance involved in legislation or regulation pertaining to the public utilities. Many questions of disagreement between the public and utility companies as to these matters are referred to the bureau for advice or adjustment, often avoiding unfair or inconsistent regulations, as well as long drawn out and expensive litigation. There is a great need on the part of the public for unbiased and reliable information pertaining to the standards entering into the regulation and sale of the services of public utilities. As far as possible, such information is given in the form of publications upon definite subjects."

It must not be inferred from the above that the bureau's activities are devoted principally to the interests of the user or consumer. The fundamental facts regarding standards of measurement, quality, or performance are the very things which most deeply concern manufacturers; they are fundamentally concerned, either directly or indirectly, with the improvement of methods of production or the quality of the output. It may be said that the bureau occupies somewhat the same position with respect to the manufacturing interests of this country that the bureaus of the Department of Agriculture do to the agricultural interests. Many industries are just beginning to realize the importance of precise methods of measurement and scientific investigation, which in practically every case involve some kind of measurement.

It is upon quality as well as upon price that competition must finally depend, whether in domestic or foreign commerce. The use of exact methods and scientific results is the greatest factor in the improvement of quality, efficiency, or the development of new industries. The educational value of the bureau's work in this respect is almost entirely unknown to the general public, and yet the bureau receives hundreds of letters, as well as many personal visits from manufacturers, seeking information as to standards of measurement, how to use them, how to measure the properties of materials, or as to the fundamental physical and chemical principles involved; also, what is of even greater importance, how to initiate and carry out scientific investigations and tests on their own account in their particular fields of work.

The new era in American business and the bureau's position in relation to industrial development were recently discussed by Secretary Redfield, as follows:

"The days are over when business concerns considered competition to be keeping to themselves everything that they could learn, and going alone into the markets of the

world to plow their way as best they could, without regard for anybody else, and with especial disregard of their competitors. Commerce has outgrown that stage, and nowadays we have to consider business as a whole in its larger and common interest."

"I am perfectly aware of and in accord with the spirit and the present practice of the antitrust laws—I am not discussing that question at all—but on the scientific side of business, with which we have a great deal to do, and on its development side, its commercial side, with which we have quite as much to do, we can not work for individual concerns, because that would be to discriminate against all the other concerns in that industry. We can and do work constantly, however, for associated industry."

"For example, the great technical societies, the American Society of Civil Engineers, the Society of Mechanical Engineers, the Society of Electrical Engineers, the Society of Mining Engineers, of Refrigerating Engineers, maintain their permanent committees which cooperate with the Bureau of Standards of our department. A great many of the industries which are separate from these great societies are doing the same thing, and within the last few weeks I have taken over, as my own unofficial, commercial, and technical advisers, the 15 or 16 gentlemen who represented the great industries in the War Industries Board, in order that they might, through the continuance of their war committees, represent those industries before the Department of Commerce, which in turn might be helpful to each industry as a whole."

"Let me here emphasize this fact, that we are building and have almost completed the greatest industrial laboratory in the world. At the Bureau of Standards we have now a force of something over 1,000 men and women who are chiefly engaged in industrial research on problems, many of which affect every one of you. For instance, we are studying particularly to-day on our rolling mill the alloys of steel, and their effects upon hardiness and endurance of the metal. Do you want to learn how long a certain shaft with a certain percentage of zirconium or any other metal will endure in a particular service, in order that you may so design it as to be certain, beyond the chance of error, that it will stand the stresses put upon it? We will undertake an experiment of that kind. You may send your own technical men, if you will, to the laboratory, and they may stay as long as you wish; or, we will send our technical men out into your factory to work with your own engineers. Do not get the impression that we think we know all about it beforehand. We are there to learn, but this work must have two sides. It is necessary that we shall learn from the industry as well as that the industry shall learn from us."

On application to the bureau a complete list of its publications will be furnished (many of these are furnished to libraries free on application). This list is so carefully indexed, that it may well serve the librarian as a bibliographic aid in locating current scientific data. Three popular bulletins of general interest, sold by the Superintendent of Documents, are: Circular 55, Measurements for the Household, $0.15; Materials for the Household, $0.15; Safety for the Household, $0.15.

A chart, "International Metric System," 28½ by 44 inches will be sent free on application to any library.

STEAMBOAT-INSPECTION SERVICE.

This Service issues licenses to merchant marine officers, such as masters, mates, pilots, and engineers, after examinations which are conducted at all the principal points. Its officers inspect the hulls, boilers, and machinery of steam vessels and their equipment of all kinds for securing safety at sea. It has officers stationed at the mills where boiler plates are made for marine use and inspects such of these plates as are subject to tensile strain, as well as the finished boilers. In addition to the supervising local and assistant inspectors stationed at all the sea, lake, and river ports, it has traveling inspectors whose duties cover the general service. Its work is technical on the one side and practical on the other and its officers require a high degree of training in construction and engineering, combined with practical experience in the construction and navigation of vessels.

Publications of the Service include the following: Laws Governing the Steamboat-Inspection Service; General Rules and Regulations Prescribed by the Board of Supervising Inspectors; Pilot Rules; Annual Report of the Supervising Inspector General. As will be seen from the titles, these publications are useful chiefly to shipping interests.

FOR THE "USE YOUR GOVERNMENT" CARD CATALOGUE.

Sternly condensed list of subjects dealt with by different offices:

Census:
- Agriculture.
- Cotton.
- Debt.
- Farms.
- Fisheries.
- Forest products.
- Industries.
- Insurance.
- Manufactures.
- Mines and quarries.
- Mortgages, real estate.
- Occupations.
- Population.
- Taxation.
- Tobacco.
- Transportation.
- Wage earners.
- Wealth.

Coast and Geodetic Survey:
- Base measures.
- Channels.
- Charts.
- Coasts.
- Currents.
- Gravity.
- Hydrography.
- Levels.
- Magnetic observations, etc.
- Soundings.
- Tides.
- Triangulation.

Fisheries:
- Biological studies
- Commissions.
- Drying.
- Food.
- Hatcheries.
- Industries.
- Laboratories.
- Laws.
- Lists (of fishes).
- Mussels.
- Oyster culture.

Fisheries—Continued.
- Ponds.
- Preserving.
- Propagation.
- Salmon.
- Seals (fur).
- Sponge culture.

Foreign and Domestic Commerce:
- Clothes.
- Credits.
- Customs.
- Exports.
- Fabrics.
- Food.
- Imports.
- Laws, commercial.
- Machinery.
- Merchandise—
  - Domestic.
  - Foreign.
- Organizations, commercial.
- Prices—
  - Retail.
  - Wholesale.
- Shipping.
- Tariffs.
- Trade conditions.

Lighthouses:
- Buoys.
- Lighthouses.
- Lightships.
- Lists.

Navigation:
- Laws.
- Lists, merchant vessels.
- Radio stations.
- Rules.

Bureau of Standards:
- Analysis.
- Apparatus.
- Area (measurements).
- Calculation.
- Capacity.
- Chemical elements.

Bureau of Standards—Continued.
Comparisons.
Currents.
Light.
Measurement devices—
Heat, light, etc.
Instruments.
Metals.
Meters.
Power.
Radiation.
Refraction.
Resistance.
Safety codes.
Specifications.
Tables.
Temperature.
Testing.
Thermometers.
Units.
Waves.
Weights.
Steamboat-Inspection Service:
Laws.
Rules—
General.
Pilot.

A short list of current Government publications of interest to librarians is given below. The titles are selected from the cards for the February Monthly Catalogue issued by the Superintendent of Documents.

The editor of National Library Service has connected with every bureau and office listed below and at the present time a sufficient supply of bulletins for library use (that means one copy to a librarian) is available.

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AGRICULTURE:
Seventeen-year locust in 1919. Circular 127.—Bureau of Entomology.
Farm practice in growing sugar beets in three California districts. Bulletin 760. Prepared in cooperation with Bureau of Plant Industry.—Office of Farm Management.
Saving farm labor by harvesting crops with live stock. Farmers' bulletin 1008.
Private forestry. Circular 129.—Forest Service.
Use of wood for fuel (with bibliography). Bulletin 753.—Forest Service.
Cattle loans and their value to investors (Yearbook separate 764).—Bureau of Markets.
Motor transportation for rural districts. Agriculture Department Bulletin 770.—Bureau of Markets.
Operating cooperative motor truck route. Farmers' Bulletin 1023.—Bureau of Markets.
City home garden. Agriculture Department Bulletin 1044.—Bureau of Plant Industry.
Growing sugar cane for sirup. Farmers' Bulletin 1034.—Bureau of Plant Industry.
Sweet potato. Farmers' Bulletin 999 (includes list of Agriculture Department publications relating to sweet potato).—Bureau of Plant Industry.
Classification of clouds for guidance of observers.—Weather Bureau.

COMMERCE:
Fisheries of Great Lakes, Lake of the Woods and Rainy Lake in 1917. Statistical Bulletin 436.
Groupers: Fishes you should try, with recipes for cooking them. Economic Circular 44.—Bureau of Fisheries.
Furniture markets of Chile, Peru, Bolivia, and Ecuador. Special Agents Series 176.—Foreign and Domestic Commerce.
Glasses for protecting eyes from injurious radiation. Technologic Papers 93.—Bureau of Standards.
Conservation of tin in bearing metals, bronzes, and solders. Technologic Papers 109.—Bureau of Standards.

COUNCIL OF NATIONAL DEFENSE:
Requirements and standards upon heating and ventilation; report of ventilation committee on heating and ventilation. Welfare Work Service 4.

FEDERAL BOARD FOR VOCATIONAL EDUCATION:
Unit course: Arithmetic 3. Rehabilitation Monograph, Joint Series 23.
Unit course: Farm mechanics 2. Woodworking for poultry farm. Rehabilitation Monograph, Joint Series 28.

FEDERAL BOARD FOR VOCATIONAL EDUCATION—Continued.

Unit course: Machine shop practice, straight turning between centers. Rehabilitation Monograph, Joint Series 15.

Unit course: Machine shop practice 2. Thread cutting. Rehabilitation Monograph, Joint Series 16.

Unit course: Machine shop practice 3, Chucks and chuck work. Rehabilitation Monograph, Joint Series 17.

Unit course: Machine shop practice 4, Taper turning. Rehabilitation Monograph, Joint Series 18.

Unit course: Machine shop practice 6, Accurate measuring. Rehabilitation Monograph, Joint Series 20.

Unit course: Machine shop practice 7, Mathematics for engine lathe. Rehabilitation Monograph, Joint Series 21.

Unit course: Machine shop practice 8. Inspection of machine parts 1, for men without machine shop experience. Rehabilitation Monograph, Joint Series 24.

Unit course: Penmanship 3, for men with common-school education. Rehabilitation Monograph, Joint Series 22.

Specification and prospectus for joint series of rehabilitation courses for disabled soldiers. Rehabilitation Monograph, Joint Series 25.

Unit course: Shoe repairing 2. Machine work. Rehabilitation Monograph, Joint Series 31.

Typewriting 1–5 for professionals and amateurs. Rehabilitation Monograph, Joint Series 10.

Unit course: Typewriting 6. Sight typewriting. Rehabilitation Monograph, Joint Series 11.

(For the above apply to the Division of Physical Reconstruction, Surgeon General's Office, Washington, D. C.)

Commercial occupations: Bookkeeping, general clerical work, etc. Opportunity Monograph, Vocational Rehabilitation Series 23.

Farm management as vocation. Opportunity monograph, Vocational Rehabilitation Series 21.

Home economics education, etc. Bulletin 28, Home Economics Series 2. Printing trades, hand compositors, linotype operators and machinists, stonemen, etc. Opportunity Monograph, Vocational Rehabilitation Series 24.

Vocational Summary (monthly).

(For the above apply to the Federal Board for Vocational Education, Washington, D. C.)

INTERIOR:

Cooperative school (with bibliography). Industrial Education Circular 2.—Bureau of Education.

Courses of study for preparation of teachers of manual arts. Bulletin 37, 1918.—Bureau of Education.

Diet for school child. Health Education No. 2.—Bureau of Education.

Directory of universities and colleges. Form bulletin 36, 1918.—Board of Education.

Kindergarten supervision in city schools. Bulletin 38, 1918.—Bureau of Education.

List of references on rural life and culture. Library Leaflet 1.—Bureau of Education.

Spring manual of United States School Garden Army.—Bureau of Education.

United States School Garden Army lessons in gardening for southwestern region.—Bureau of Education.

Bibliography and index of publications of Geological Survey. Water Supply Paper 427.—Geological Survey.

Saving steam in industrial heating. Technical Paper 221. Prepared by Fuel Administration in collaboration with Bureau of Mines.—Bureau of Mines.

Use and care of mine rescue breathing apparatus. Miners' Circular 4.—Bureau of Mines.

General information regarding Casa Grande National Monument, Ariz. (Abstract of report of J. W. Fewkes in 28th annual report of Bureau of American Ethnology.)—National Parks.

LABOR:

April 6, 1918. Children's Year, April 6, 1919. Boys and Girls, the more you learn, more you'll earn (all lettered poster).—Children's Bureau.

Back to school drive; children back in school means soldiers back in jobs (all lettered poster).—Prepared in cooperation with child-conservation section of Council of National Defense.

LABOR—Continued.

Every child in school (all lettered poster).—Children's Bureau.
Health of child is power of nation (poster).—Prepared in cooperation with woman's committee of Council of National Defense.
Soldiers, your job and how to get it.—Employment Service.
Cooperation won the war.—Employment Service.
Difficulties of peace are nearly as great as difficulties of war (all lettered poster).—Employment Service.
Fruits of victory would turn bitter if we failed to harvest them now (all lettered poster).—Employment Service.
Let's continue! the war was won, etc. (all lettered poster).—Employment Service.
New era of peace and good will will be really won if we among ourselves practice good will (all lettered poster).—Employment Service.
Same qualities, self-control, cooperation, industry, and patience which won the war, etc. (all lettered poster).—Employment Service.
Settle down; get kind of job you want and then stick (all lettered poster).—Employment Service.
As long as beginning of the world, classes and peoples have won power as they have proved themselves worthy of power (all lettered poster).—Employment Service.
To raise food, make goods, build homes, requires labor, etc. (all lettered poster).—Employment Service.
Wage workers of America, etc. (all lettered poster).—Employment Service.
War fever is not necessary to keep any real American a war patriot (all lettered poster).—Employment Service.
We want boys happy when they come home (all lettered poster).—Employment Service.
Work as skilled mechanics to keep times good (all lettered poster).—Employment Service.
Business opportunities for professional men and women.—Professional and special section, Employment Service.
Build it now.—Information and Education Service.
Is cost of construction high?—Information and Education Service.
Business man's experience with industrial training and what his firm proposes to do because of it. Training Bulletin 10.—Training Service.
How training departments have bettered production. Training Bulletin 12.—Training Service.

NAVY:

Circular Letter 1-19; January 1, 1919.—Bureau of Navigation.
American practical navigator. Epitome of navigation and nautical astronomy.—Hydrographic Office.

PAN AMERICAN:

Coal resources of the Americas. From Bulletin, October, 1918.
Latin American trade, comparative survey. From Bulletin, December, 1918.

SHIPPING BOARD:

Plan for operation of new American merchant marine as proposed by Edward N. Hurley, March 27, 1919.
Report of Edward N. Hurley on his recent mission abroad made for purpose of studying world shipping conditions, etc.

SMITHSONIAN:

List of publications of Bureau of American Ethnology, with index to authors and titles.—Bureau of Ethnology.

STATE:

Diplomatic List (monthly).

TREASURY:

Income tax primer for farmers for information and assistance of taxpayers.—Internal-Revenue Commission.
Income tax primer revised March 1, 1919.—Internal-Revenue Commission.
Prevention of disease and care of sick, how to keep well, etc. Miscellaneous Publication 17.—Public Health Service.
Women and victory.—National Woman's Liberty Loan Committee.
Speak unto the people that they go forward. Leaflet on thrift for ministers.—Savings Division.
Ten lessons in thrift (published for use of women's clubs). Prepared in cooperation with social and industrial conditions department of General Federation of Women's Clubs.—Savings Division.
Keep on saving, buy thrift stamps, buy war savings stamps.—Savings Division.

NEWS NOTES.

DEPARTMENT OF AGRICULTURE.

An inkling of some of the war blows Uncle Sam had in reserve and an indication of what American farmers can do when they really hit their stride was given in April, when the Bureau of Crop Estimates of the United States Department of Agriculture forecast that this spring's production of winter wheat will approximate the huge total of 837,000,000 bushels—never equaled in this or any other country.

The magnitude of these figures is emphasized by the fact that the greatest recorded year's production in Russia, which has been our chief rival in wheat production and in some years has led the world, was 838,776,000 bushels. That figure is for both winter wheat, sown in the fall, and spring wheat, sown in the spring. Thus the American winter wheat crop of 1919 will probably be not much more than a million bushels below the greatest winter and spring crops combined of the chief competing region. The American spring wheat crop is yet uncertain. In 1918 it was 358,651,000 bushels, but it is sure to be enough to give this country the greatest year's crop ever produced in any country.

Practically all of the winter wheat was sown prior to the armistice last November 11, and thus it was sown with full intent to be a war food. All of it was sown under the minimum price of $2.26 a bushel guaranteed to farmers by the Government. Whether there will be a surplus of wheat from our 1919 production can not be stated definitely. Many authorities believe the world demand will be sufficient to use all not required in this country.

And yet, despite this great wheat production, the United States has not yet nearly reached its food-growing capacity. According to a recent estimate of arable land by Department of Agriculture specialists, there are about 850,000,000 acres of land in crops or available for the production of crops. This is 45 per cent of the land area of the country. Of this amount approximately 480,000,000 acres were improved land in 1910, the remainder consisting of 200,000,000 acres of potentially arable forest and cut-over land, 60,000,000 acres of swamps and other wet lands needing drainage, 30,000,000 acres potentially irrigable, and about 80,000,000 acres of unimproved land other than woodland. Over 1,000,000,000 acres are not adapted for cultivation, although at least 360,000,000 acres may be used for forests and about 600,000,000 acres for grazing.

Of the 850,000,000 acres available for production the total area in all crops in 1909, according to the last census, was 311,000,000 acres. In 1918 the area in crops was estimated at 368,000,000. More than half of the increase of 57,000,000 acres is believed to have been due to war-time need for more food, and the expansion was made in the face of increasing scarcity of labor and higher costs of operating.

Thus it is plain that the United States has land enough to feed a population much larger than the present one. But it must be remembered that expansion in farming is profitable only when there is a sufficient demand for the product. Overproduction means loss, and farming, like every other business, depends upon money returns for its continuance. The possibilities of developing thousands of more farms and adding to the cultivated area in this country as

economic conditions warrant are discussed in Yearbook Separate No. 771, now being published by the Department of Agriculture.

One result of the war has been to give rye a larger place in American agriculture. The subject is discussed in Yearbook Separate No. 769. Another has been to direct attention to the need for better preservation of farm and other woodlands, and the need is treated in Secretary's Circular No. 129.

This is a "locust year," and the peculiarities of the "periodical cicada"—miscalled the "17-year locust" but regarded as the "most interesting insect in the world"—are described in Secretary's Circular No. 127.

The publications mentioned and others may be obtained free by application to the Division of Publications, United States Department of Agriculture, Washington, D. C.

AMERICAN LIBRARY ASSOCIATION.

Plans are going forward for the forty-first annual conference of the American Library Association, at Asbury Park, N. J., June 23–28. A large attendance is expected. At the conference of 1916, held in the same place, there was a total attendance of 1,386, making it the biggest conference in the history of the American Library Association. Attendance at Louisville in 1917 and at Saratoga Springs in 1918 was naturally affected by the war, but with the approach of more nearly normal conditions it is expected that the attendance this year may exceed that of 1916.

The fine and commodious New Monterey Hotel, which was headquarters in 1916, will again be headquarters. Rates range from $4 to $6 per day, American plan.

Other hotels, all in close proximity to the New Monterey are:

Hotel Columbia (capacity about 300), American plan, rates from $3 to $5 per day.

Thedford (capacity about 150), American plan, rates $3 to $5 per day.

Seabreeze (capacity about 100), American plan, rates $3 and $3.50 daily.

Reservation of rooms will begin on May 21, and applications should be addressed to American Library Association Representative, Care Asbury Park Public Library, Asbury Park, N. J. In writing, state definitely as to hotel and maximum price you are willing to pay; your arrangements as to roommate, if you have made any; and whether you authorize the local representative to make assignment according to best judgment, if you are too late to obtain the particular space specified. Be sure that letter is signed legibly; also that it states whether writer is a man or a woman.

There are no end of attractions at Asbury Park, the ocean, the board walk, the fine beaches, the auto drives, boating on Deal Lake, tennis, golf, and the spacious verandas of the New Monterey, to which all are welcome, whether they are stopping at the hotel or not. Thursday afternoon of conference week will be left free of program features for relaxation and recreation.

President Bishop is arranging an exceptionally attractive program. The Secretary of the Navy, Hon. Josephus Daniels, has accepted invitation to address the association, as have also the Third Assistant

Secretary of War, Hon. F. P. Keppel, and Brig. Gen. Munson, Chief of the Morale Branch of the General Staff of the War Department. The problems and opportunities facing librarians at the present time and which will confront them in the near future will be the general theme of the conference, both at the general sessions and in those of the sections and affiliated societies.

A spacious room at the New Monterey has been assigned for commercial exhibits. For rates, space, and information, application should be made directly to the Manager, New Monterey Hotel, Asbury Park, N. J. Space has also been reserved for American Library Association committees which may wish to present exhibits. Address the Secretary of the American Library Association, 78 East Washington Street, Chicago.

Further particulars regarding the conference plans, including the details of the program, will be printed in the May Bulletin of the American Library Association.

CIVIL SERVICE.

Recent legislation which will be of interest to discharged soldiers, sailors, and marines is as follows:

(1) The second deficiency act, approved February 25, 1919, provides—

That all former Government employees who have been drafted or enlisted in the military service of the United States in the war with Germany shall be reinstated, on application, to their former positions, if they have received an honorable discharge and are qualified to perform the duties of the position.

(2) The legislative, executive, and judicial appropriation act, approved March 1, 1919, provides—

That the period of time during which soldiers, sailors, and marines served, both enlisted and drafted men, who, prior to entering the service of their country, had a civil-service status, and whose names appear upon the eligible list of the Civil Service Commission, shall not be counted against them in the determination of their eligibility for appointment under the law, rules, and regulations of the Civil Service Commission now in effect, and at the time of demobilization their civil-service status shall be the same as when they entered the service.

(3) The census act, approved March 3, 1919, provides—

That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions.

COMMERCE.

The Bureau of Foreign and Domestic Commerce of the Department of Commerce will in a few days issue a census of the chemicals imported into the United States during the normal year 1913–14. This work has been completed at the request of the chemical manufacturers of the country, who are making a great effort to displace the German industries in the American market. To go ahead intelligently in this direction a knowledge of the volume and value of the business formerly done in the market by Germany is absolutely essential, and the necessary information has never before been available, except for the dyestuff industry, for which a similar census was prepared shortly after the German dyes were cut off by the blockade. The success of the dyestuff census led to a demand for import statistics for all lines of chemicals.

With the cooperation of the American Chemical Society, the material desired was taken from thousands of invoices made available by the Customs Service of the Treasury Department. The exact quantity and value of each article imported is shown where the value exceeds $5, and the percentage supplied by each country is indicated. A complete list is given of articles imported to the value of less than $5.

The census will benefit particularly the firms who have been buying German patents from the Chemical Foundation, recently founded under the auspices of the Alien Property Custodian.

The exact title is "Chemicals and Allied Products Used in the United States," Miscellaneous Series No. 82.

FEDERAL BOARD FOR VOCATIONAL EDUCATION.

Two subjects of interest which have been included in the publications of the Federal Board for Vocational Education are the teaching of home economics and the pros and cons of farming as a vocation.

These two subjects touch on phases of life that are of perennial interest to people, especially to-day, when such emphasis is being laid on the need of the Nation for agricultural workers and the need of well-directed teaching in home economics. The monograph on General Farming gives the results of a very thorough study of the subject for those who are interested in taking up this kind of work, and a part in the "Back-to-the-land" movement. The bulletin on Home Economics is particularly helpful to teachers who desire a standard outline by which to build their own work.

Librarians are invited to request these bulletins from the Federal Board: Home Economics Education; Organization and Administration; General Farming.

INTERIOR.

The appeal of the national parks to the vacation seeker is varied. Every known kind of scenery is represented in our national park system. There are accommodations for visitors of every kind, from the one who wants the conveniences of the modern hotel to the one who wishes to throw off the restraints of the exacting city life and to live for the time the care-free life of the great outdoors. There are miles of good roads for the motorists, and many miles of trail for the horseback rider and hiker. Difficult mountain heights beckon to the mountain climber, and the streams and lakes abounding with their fighting trout call to the angler.

Here are some of the high lights of our national park system: Yellowstone, with more geysers than in all the rest of the world together, its gorgeously colored Grand Canyon, its wild animal life; Yosemite, with its valley of world-famed beauty, lofty cliffs, waterfalls of extraordinary heights, its waterwheel falls, its large areas of snowy peaks; Sequoia, with 12,000 sequoia trees over 10 feet in diameter, some 25 to 36 feet in diameter; Mount Rainier, with the largest single-peak glacier system and its remarkable subalpine wildflower fields; Crater Lake, with its waters of extraordinary blue, in the crater of an extinct volcano, whose sides are 1,000 feet high; Mesa Verde, the most notable and best preserved prehistoric cliff dwellings in the United States; Glacier, with its rugged mountain region of unsurpassed alpine character; Rocky Mountain, the heart of the Rockies, with its peaks of from 10,000 to 14,000 feet of altitu

Hawaii, with its volcanos and its lake of bubbling lava; Lafayette, where ocean and mountains meet; and Grand Canyon, the greatest example of erosion and the most sublime spectacle in all the world.

Write to the Director of the National Park Service, Department of the Interior, Washington, D. C., for a copy of "Glimpses of our National Parks" or the circular of general information describing the national park you wish to know about.

The following opening and closing dates of national parks are announced for the season of 1919:

Crater Lake	July 1 to September 30.
General Grant	May 24 to October 10.
Glacier	June 15 to September 15.
Grand Canyon	Open all year round.
Hawaii	Open all year round.
Hot Springs	Open all year round.
Mesa Verde	May 1 to October 31.
Mount Rainier	June 15 to September 15.
Rocky Mountain	May 1 to November 1.
Sequoia	May 24 to October 10.
Wind Cave	June 1 to September 30.
Yellowstone	June 20 to September 15.
Yosemite	Open all year round.

The Petrified Forest National Monument is open all the year round. Zion National Monument will be open May 15 to November 1. No special opening dates have been fixed for the other national parks or monuments, as travel to these reservations is unrestricted.

The United States Railroad Administration has announced that during the summer season round-trip excursion tickets at reduced rates will be sold to the national parks. Passengers holding through excursion tickets to other destinations will be allowed stop-over privileges and a visit to more than one park can be arranged for.

For information concerning railroad rates, service, etc., apply to railroad ticket agents or address Bureau of Service, National Parks and Monuments, 646 Transportation Building, Chicago, Ill. This bureau is maintained by the United States Railroad Administration.

LABOR.

The United States Department of Labor, through the Information and Education Service, is distributing a 48-page pamphlet of Suggestions for Own-Your-Own-Home campaign. In this booklet is a complete plan of organization adaptable to every community, a detailed statement of the functions of each department in the organization and a brief résumé of Portland's (Oreg.) experience in its Own-Your-Own-Home campaigns which have been exceptionally successful.

The Own-Your-Own-Home movement rapidly is spreading through the country. Eighteen cities now are carrying on campaigns and one State, Indiana, is about to launch a three-year, State-wide drive for home building and ownership. The Department of Labor is cooperating with all these movements and is aiding in the preliminary organization work in more than 20 other cities.

Campaigns are now under way in Billings, Mont.; Charleston, W. Va.; Chicago, Ill.; Cleveland, Ohio; Denver, Colo.; Jacksonville, Fla.; Johnstown, Pa.; Lynchburg, Va.; Middletown, Conn.; Milwaukee, Wis.; Philadelphia, Pa.; Portland, Oreg.; Salt Lake City, Utah; Seattle, Wash.; Spokane, Wash.; Scranton, Pa.; St. Paul, Minn.; and Toledo, Ohio.

PUBLIC INFORMATION.

Owing to the failure of Congress to appropriate necessary funds, the free list of the Official U. S. Bulletin, including public and other libraries, was suspended on April 1.

The Bulletin's successor, the United States Bulletin, a publication identical in form and character of contents and edited by the same office staff as its predecessor, but issued under private management and at private expense, will be sent by mail twice a week, Mondays and Thursdays, to libraries desiring it at $10 the year, or $6 for six months.

RED CROSS.

Librarians, please remind your public by means of posters and short, forceful notices that there is extreme need for clothing in Europe and the Near East. Have continually on view a notice of the location in your town or city of Red Cross workrooms where garments are being produced.

SMITHSONIAN INSTITUTION.

Dr. Fewkes, now in the field, writes with regard to recent ethnological investigations:

I now find myself in the shadow of the University of Texas with good facilities for reconnaissance work in this neighborhood. Prof. Pearce has practically placed his auto at my service and I have made several very instructive excursions to mounds, some a few miles, others more than 20, from the capital. These mounds are in a way enigmas. They lie on the banks of the rivers, which here originate in great springs gushing out of a cretaceous fault in which rock are many flint nodules. The mounds are covered with flint chips, half-finished arrow and spear points, indicating very extensive workshops, and contain many small limestone rocks all showing marks of fire. They rise about 5 feet above the normal surface and are in clusters sometimes covering very large areas. There is no evidence of pottery, the main feature being tons and tons of fine flint chips. There are many evidences of fixed population. The idea occurred to me that possibly we may look here for a prehistoric people long extinct that have spread out laterally north, east, and west. There are abundant evidences of past occupation by Indians in this locality, and the size of the flint quarries suggests occupation for a long time.

TREASURY.

Libraries can secure printed material on the National Thrift Campaign from their local war-savings director or by addressing the District Savings Director, care of a Federal reserve bank. The Federal reserve banks are located at Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City (Mo.), Dallas, and San Francisco.

The United States Department of Agriculture announces a series of 20 Thrift Leaflets, which have been prepared in cooperation with the Savings Division, Treasury Department, and which deal in a practical way with problems of domestic economy and point out the opportunity to save money by wise household management, budgeting the income and keeping household accounts. The first four Thrift Leaflets are ready and the full series will be issued before the 1st of July. The titles of the first four are: (1) "Is Thrift Worth While, Mr. American?" (2) "Seven Steps Toward Saving," (3) "Wise Spending Saves," (4) "Saving Time and Money by Simple House Cleaning." These Thrift Leaflets may be secured on request from the United States Department of Agriculture.

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JUL 2 · 1919

DEPARTMENT OF THE INTERIOR
U.S. BUREAU OF EDUCATION
Division of Educational Extension

NATIONAL LIBRARY SERVICE

BULLETIN No. 5

Washington
Government Printing Office
1919

LIBRARY INFORMATION SERVICE, DEPARTMENT OF THE INTERIOR EXHIBITION, MAY, 1919.

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A GOVERNMENT INFORMATION SERVICE.

The time has come to give definite suggestions with regard to placing Government material on our library shelves in such a manner that it will be made not only accessible but interesting to our library patrons.

A Library Service corner must be attractive; it must tell its story readily; it must, as it were, invite people to sit down and further investigate what it has to offer.

The shelves shown in the accompanying illustration form one section of a complete Government information service. Necessarily the illustration shows only the section devoted to the Department of the Interior as this particular corner was arranged as an information service for a large exhibit recently held in the department.

The first consideration was an arrangement of shelves adapted to the requirements of both large and small libraries, considering

always the convenience of the public. It is difficult to interest the ordinary person in the contents of a vertical filing case, therefore, the plan of filing material shown in the picture was worked out. Each pamphlet has a book mark with metal tab at the end. These tabs are at the top of the pamphlets; in the tab is inserted the bit of pasteboard bearing the name of the pamphlet, and these pasteboards are colored to represent the different bureaus, each bureau having its own color. The book mark is inserted by means of a piece of Dennison mending tape attached to a marker and to a page of the pamphlet. At any time the marker can be readily withdrawn and used again on another pamphlet.

Ten bureaus are represented in this collection, therefore ten colors are used in designating the bureaus. Only the interesting, important, and timely publications were selected. Each bureau has, in addition to descriptive material, the current yearly report of its work and a complete list of publications issued. If, therefore, a library patron desires anything that has been published by a particular bureau, he should be able to obtain it from the collection where such material is filed.

The shelves of this open file are removable and the illustration clearly shows that, if necessary, publications can stand in the compartments as they do on the ordinary book shelves.

Supplementing this pamphlet collection are books from the library shelves. For the exhibit in question, books were lent to the Department of the Interior by the Library of Congress, the Bureau of Education library, the Geological Survey library, and the Patent Office library. In this collection are books connected with the work of each of the bureaus of the department, beginning with the Alaskan Engineering Commission, which takes in stories of the Klondike and the early settlement of Alaska and ending with the Reclamation Service, which is represented by stories of adventure and life on the plains.

In addition to the pamphlet and book collection twenty or thirty photographs from each of the services which have illustrative material have been mounted in books entitled Alaskan Engineering Commission, Reclamation Service, etc. The current periodical publications, such as School Life, the Alaska Railroad Record, Reclamation Record, the Journal of the Patent Office Society, etc., have a special place on the shelves of the collection.

This briefly is the story of the section of shelves devoted to the Department of the Interior.

Similar sections have been developed for Labor, Commerce, Treasury, and Agriculture. Navy, Post Office, State, War, and Justice will require only one section, and the independent establishments,

such as the Pan American and the Smithsonian Institution, will be grouped in another. One section will be devoted to Congress. In short, the shelves will be so arranged as to give the Government departments an opportunity to tell their own stories to the people of the United States. This arrangement will be of use not only to people who wish to understand the Government, but to teachers in universities, normal schools, and colleges. A teacher will then be in position to say, "The Government itself can tell you better than anyone else what it is doing; we advise you to go down to your public library and spend as much time as possible in getting acquainted with the workings of your Government as described by those who are carrying on its affairs."

Any library willing to cooperate with the National Library Service in establishing these Government information corners may have on application a complete list of the publications selected for use in the Government section.

The question may arise as to how libraries will keep this collection up to date. Here, again, National Library Service must come to their aid. Connection has been established with the bureaus and services in the Government departments, and arrangements have been made by which Library Service will regularly receive all publications of general interest to librarans. Libraries interested in the establishment of these corners will be notified of any pamphlets which should be procured to add to this collection.

Books and pamphlets on these shelves are for reference use only, and are duplicated by books and pamphlets in the circulating collection. It is extremely difficult in this brief summary to completely describe a service so simple when it is worked out that even a child can not fail to understand it. Questions will be welcomed and constructive suggestions gratefully considered.

UNITED STATES DEPARTMENT OF LABOR.

Many of the activities described in this department were created for war-emergency purposes, but they are all so interesting practically and historically that we have included them whether or not they are to remain permanent offices of the department.

ADJUSTMENT AND CONCILIATION SERVICE.

Progress in reconstruction can only be made when industrial peace prevails throughout the country, and realization of this truth has inspired the Commissioners of Conciliation of the Adjustment and Conciliation Service to the maximum of endeavor in urging both sides to labor controversies to reach a common ground for settlement of their differences.

It is encouraging to note that the efforts of the commissioners uniformly are successful. According to a recent report of Mr. H. L.

Kerwin, director of conciliation, fourteen disputes were adjusted in six days, involving directly 11,957 workmen, and affecting indirectly 22,575, or a total of 34,532.

A daily average of ten or a dozen reports of labor controversies are received at the Labor Department, with requests for the services of commissioners to aid in bringing about adjustment of differences. These requests are always followed by the detail of a commissioner to investigate the controversy and to assist in bringing the parties together. Owing to the limited size of the force it frequently happens that the commissioners have several assignments concurrently, involving a great deal of traveling and rapid movement from one point to another. The results accomplished, however, compensate for the extra efforts required.

Mediation does not necessarily mean arbitration. The mediation function of the department is not judicial; it is diplomatic. The Secretary or his commissioners of conciliation may propose arbitration, but they themselves very rarely act as arbitrators.

MODUS OPERANDI.

Commissioners of conciliation are required—

(*a*) To bring the employers and wage earners concerned in a dispute into direct negotiations for an amicable adjustment.

(*b*) Failing in that, they are to act as negotiators in an effort to find some mutually satisfactory basis of settlement.

(*c*) Failing also in this, they are to endeavor to secure an agreement to a basis of arbitration in which the award shall touch nothing but the points actually in dispute.

(*d*) Failing in all, they are required to report the pertinent facts to the department for further instructions.

In connection with the growth and importance of the work of this service, the following table shows the number of strikes or threatened strikes brought to the attention of the service during each year since its inception: 1914, thirty-three; 1915, forty-two; 1916, two hundred twenty-seven; 1917, three hundred seventy-eight; 1918, one thousand two hundred seventeen.

CHILDREN'S BUREAU.

The Children's Bureau of the United States Department of Labor was created by act of Congress in 1912 "to investigate and report upon all matters pertaining to children and child life among all classes of the people." It was further directed to study certain specific questions, such as infant and maternal mortality, juvenile courts, dangerous occupations, accidents and diseases of children, employment, and other matters affecting children.

During the six and one-half years of the bureau's existence it has published about fifty reports on the results of its various investigations and inquiries. They are grouped in the following series and are available free of charge: Care of Children; Dependent, Defective, Delinquent Classes; Infant Mortality; Industrial; Rural Child Welfare; Legal; Children's Year; Miscellaneous.

These publications vary widely in character, ranging from exhaustive studies with many statistical tables and charts to simple dodgers and leaflets containing practical instruction on various phases of child care and of child-welfare work.

The bureau collects and distributes a great deal of miscellaneous information regarding child-welfare activities in this and other countries, and has also prepared publications giving directions for the inauguration of child-welfare work, such as children's health conferences, infant welfare stations, public-health nursing, etc. It has issued directions for testing birth registration, etc.

An extensive correspondence is carried on with interested persons and organizations in all parts of the country. The bureau has undertaken much popular propaganda on the basis of its studies, such as that involved in its Baby Weeks of 1916–17 and the Children's Year. The Children's Year Campaign, in which the Child Conservation Section of the Council of National Defense vigorously cooperated, inaugurated three drives—Weighing and Measuring, Recreation, and Back to School.

The publications of Children's Year are:

Save 100,000 Babies.
Weighing and Measuring Test 1, Suggestions to Local Committees.
Weighing and Measuring Test 11, Suggestions to Examiners.
Children's Year Working Program.
Patriotic Play Week.
Children's Health Centers.
The Public Health Nurse.
Back to School Drive.
Scholarships for Children.
Advising Children in Their Choice of Occupation and Supervising the Working Child.
The Visiting Teacher.
The Employment Certificate System.
The States and Child Labor.

As a culmination of Children's Year Campaign a conference on child welfare was held in Washington, to which a number of foreign guests were invited. At this conference minimum standards for the health, education, and work of American children were drawn up in tentative form, to be further discussed in the light of local conditions at regional conferences held in nine large cities of the country. A motion-picture film, "Our Children," was shown at all these conferences, depicting the need for and results of a health conference held under the auspices of the Children's Bureau in a progressive southern town. This film, which is educational without being dull, is available upon request for organizations looking for pictorial means of arousing communities to the need for child-welfare work.

During the current year the bureau has been conducting a library campaign for the purpose of presenting to the librarians of public libraries the importance of child-welfare work as an after-war measure, giving them assistance in strengthening their collections on these subjects, and acquainting them with the agencies that are engaged in some form of work for improving the conditions affecting child life. Posters and placards, a selection of the more popular publications of the bureau, a list of books and pamphlets on child welfare, and briefer lists and suggestions have been distributed and a library mailing list established. A complete list of bureau publications and a list of the bureau's mailing lists have been furnished. An encouraging number of libraries are returning these checked according to what they wish to receive. The amount of material sent out has been

limited purposely because of the great demands being made at the present time on the libraries. It is hoped, however, that what has been done will give many librarians a better idea of the bureau's work; impress on them its desire to furnish them with any publications they can use and to cooperate with them in meeting any need that arises in connection with the child-welfare work in their communities; and inspire them to build up, gradually perhaps but surely, a collection of authoritative books and pamphlets which will adequately represent a great work, that of gaining a happier, healthier childhood for all the Nation's children, and therefore a stronger, wiser parenthood and citizenry in the years to come.

UNITED STATES EMPLOYMENT SERVICE.

At the time of our entrance into the war the United States Employment Service was a part of the Division of Information in the Bureau of Immigration with offices throughout the country. In October, 1917, that part of its work concerned with the war emergency was placed directly under the control of the Office of the Secretary of Labor. In January, 1918, all of its work was placed directly under this control when a distinct Employment Service, entirely separate from the Bureau of Immigration, was created. On August 1, 1918, in accordance with the decision of the Secretary of Labor, affirmed and proclaimed by the President of the United States, the United States Employment Service became the medium through which practically all recruiting of unskilled labor for war industries, except that for farms and railroads, was carried on. State organization committees, State advisory boards, and community labor boards were organized to facilitate this work. In the early part of the war the service assisted the United States Shipping Board in recruiting skilled workers for shipyards and aided in meeting the sudden demand for skilled and unskilled workmen in cantonment construction. During the period from January 1, 1918, to the signing of the armistice the service directed over 3,000,000 workers to employment, and of these nearly 2,400,000 were placed. At the end of this period there were approximately eight hundred local employment offices connected with the service. Since the signing of the armistice the service has been engaged in the important work of finding employment for discharged soldiers, sailors, and civilian war workers.

Federal Community Labor Boards were organized by the United States Employment Service to assist in recruiting and distributing unskilled labor for war work after August 1, 1918. The boards were organized in industrial communities, the locations and boundaries of which were determined by State organization committees. They were composed of three members, representing, respectively, labor, employers, and the United States Employment Service. In September, 1918, provision was made for the selection of two women members, representing labor and employers. The board had general jurisdiction over the recruiting and distributing of labor in its locality, utilizing the services of the United States Public Service Reserve and the United States Employment Service. In December, 1918, there were 1,580 boards in operation. After the signing of the armistice they took the initiative in organizing bureaus for returning soldiers and sailors.

Advisory boards were organized in each State according to instructions issued by the Director General of the United States Employment Service on July 17, 1918, to enable the employers and workers of the States to share with that service the administration of and responsibility for its war labor supplying program. The boards were composed of the State director of the employment service as chairman, and two representatives of labor and two of management appointed by the Secretary of Labor. Where the State director of the United States Public Service Reserve was not the same person as the State director of the employment service, the former official was ex officio a member of the board. It was the duty of the State advisory board to assist the State director of the United States Employment Service in choosing members of his own staff and the officers to be placed in charge of the main local offices; to determine the allotment of the quota of unskilled laborers to be raised by the various localities of the State for war work; and to advise the State directors of the employment service and of the public service reserve in regard to matters of general policy.

Committees were organized in each State according to instructions issued by the Director General of the United States Employment Service on July 17, 1918. The committees were composed of three members—the State director of the United States Public Service Reserve, one representative of labor appointed by the State Federation of Labor, and one representative of management appointed through the cooperation of representative organization of employers. It was the function of these committees to inaugurate community labor boards and State advisory boards.

BOYS' WORKING RESERVE.

The United States Boys' Working Reserve was organized April 20, 1917, and a national director was appointed. State organizations under State directors, appointed by the Secretary of Labor, were gradually formed. These worked in close cooperation with State and community councils of defense, and with the public schools. The primary work of the reserve has been the mobilization of high-school boys between the ages of 16 and 21 for agricultural service during the summer vacation. Approximately 250,000 were enrolled in the reserve and about 200,000 were placed for service. About 30,000 of this number received preliminary training in farm-craft lessons, training camps, and training farms, but the majority went directly from city life to the farm. In addition to subsistence, boys received an average monthly wage of $30. A national badge was given for 36 days of actual service and an honorable-service bar for continuous and satisfactory service. Boys were permitted to leave school for such service only on condition that educational advancement was not thereby retarded. When the armistice was signed plans were well underway for the organization of an industrial unit as a part of the reserve. The founders of the organization, however, decided that the junior section of the United States Employment Service would be a more logical agency for solving the labor problems of reconstruction.

PUBLIC SERVICE RESERVE.

The Public Service Reserve was created June 14, 1917, by the Secretary of Labor. It was planned as a registration agency for patriotic citizens who were desirous of doing war work, either

directly for the Government or for enterprises engaged in Government work. At first it reported to the office of the Secretary and served as a filing agency to supplement the work of the United States Employment Service. Upon the creation of the permanent, independent employment service the Public Service Reserve became part of that service. In immediate charge was a national director, and a Federal director was appointed for each State, who in most cases also held the position of Federal director of the United States Employment Service. There was a force of some 15,000 volunteer enrollment agents under the Federal directors for the States, so that every locality might be reached for the purpose of recruiting needed war workers. In the beginning activities were limited to the indexing and classifying of applicants for Government service, and from these lists thousands of men, mostly of the higher skilled types, such as engineers, technical experts, and skilled mechanics, were furnished to the Army and Navy and Government departments. In the early part of 1918, upon the request of the United States Shipping Board, a campaign was undertaken in which there were enrolled 270,000 skilled workmen in the United States Shipyard Volunteers as a part of the United States Public Service Reserve. The State and local councils of defense and the Four-Minute Men cooperated in this campaign.

WOMEN'S WORK.

The necessity of service for women workers has been recognized by the United States Employment Service from the inception of local offices in 1914. This recognition has resulted, at the time of writing, in the unanimous indorsement of provision for a statutory position of a woman assistant director general, in the proposed bill to create a permanent United States Employment Service, framed by representatives of the governors of States on invitation of the Secretary of Labor.

In and following 1914, when the United States Employment Service was created within the Information Division of the Immigration Service, under the general authorization of the act creating the Department of Labor, local women's and girls' divisions were established. At the close of 1917 they numbered nine for the entire United States. Funds for the Employment Service were limited and women's divisions were able to handle only those classes of applicants that could be reached most readily. In many cases registration and placement consisted almost exclusively of those classes of women who were least able to secure employment information, such as charwomen, domestic and casual workers.

In 1916 and 1917, when demands for workers from concerns holding contracts from European belligerents became very heavy, and participation of the United States in the war seemed imminent, the Department of Labor accepted the cooperation of a group of interested women in order to create a central agency for the rapid mobilization of women workers. In October, 1917, the United States Employment Service took over the public phases of this work.

The maximum number of women's divisions in 1918 was about 400 in operation when the armistice was signed. They vary in equipment from a one-room office, where a woman assists the examiner in charge with clerical and administrative work and attends to the registration and placement of women applicants, to a series of spe-

cialized offices in cities, devoted to professional, clerical, industrial, restaurant, and domestic workers. Women assistants to Federal directors supervise women's divisions in 17 States, making 42 States in which women's work is handled by a woman. Fifteen thousand applicants a week, ranging from $5 a week waitress work in a country town to a $3,000 secretarial position which calls for clearance through national headquarters in order to bring applicant and position in different States together, are now being handled. Nearly 700,000 placements are recorded for the 14 months, January, 1918, to April, 1919.

IMMIGRATION BUREAU.

The Bureau of Immigration administers laws relating to immigration, including the Chinese exclusion laws.

For the fiscal year ending June 30, 1918, the net increase through foreign immigration to our population was 18,585 as compared to 769,276 in 1914. This small increase, however, did not mean that the activities of the bureau were curtailed.

From the outbreak of the war in 1914 it became impossible to handle immigration business along the lines followed in times of peace; each case became a special one as conditions constantly changed and unforeseen circumstances arose. Many matters apparently not in its province had to be handled, as the bureau had proved itself to be a ready and efficient agency for carrying on many activities not existing in times of peace.

Some of its most important war activities were concerned with the promulgation and enforcement of passport regulations; helping to man merchant vessels; administering internment camps for alien enemy seamen; enforcement of espionage; trading with the enemy and sabotage laws; procurement and employment of labor; control of the movement of skilled workers between Canada and the United States; and, what is unique in the annals of the service, caring for, as "guests of the Nation," some 2,900 officers and seamen from 83 Dutch vessels requisitioned by the United States under the rules of international law.

The 1918 report of the Commissioner General, available on application, is perhaps the most interesting as an historical narrative of any ever issued.

INDUSTRIAL HOUSING AND TRANSPORTATION BUREAU, UNITED STATES HOUSING CORPORATION.

The Bureau of Industrial Housing and Transportation was established as a war-emergency measure to provide houses for workers engaged upon Government contracts. Such contracts had been placed for munitions and ships in various cities in which the population was already congested, and skilled workers could not be secured or sufficient quantities of materials produced unless houses were built.

Though the bureau was established in February, 1918, moneys were not available for its use in the construction of houses until July, 1918. In that month the United States Housing Corporation was established to facilitate the construction of houses. Investigations were made in over 100 American cities and plans were drawn for houses in 90 cities.

In addition the bureau through its homes registration division made vacancy canvasses and established branch offices of the United

States Homes Registration Service in more than 100 cities, in order to utilize to the utmost all existing housing accommodation. Through the Transportation Division arrangements were made through loans and rearrangement of train schedules to utilize to the maximum all available housing in suburbs, special trains being run to accommodate the workers on Government contracts, and special fares, when necessary, being arranged for.

The types of houses constructed vary according to the needs of the locality and the type of labor to be housed. Temporary construction was, of course, necessary in places where industry would not continue after the war was over. In permanent communities it was more economical to construct permanent houses, so located that they would be readily saleable after the war was over. Dormitories for 1,800 women workers, known as residence halls, were constructed in Washington, with cafeteria, a central auditorium and small recreation halls in each unit, and other features which would tend to make these wholesome and pleasing places of residence. Temporary dormitories were constructed at several of the local plants. In all cases the desires of the workmen and their wives were carefully canvassed, and an attempt was made to build houses which conformed to their desires, which were practical, convenient, home like, but which did not depart widely from the prevailing types of houses with which workingmen are familiar. Standard house plans, specifications, and rules for architects, town planners, and engineers, were drawn up.

Though plans were drawn to house approximately 25,000 families and 13,000 single workers, the armistice made possible the cancellation or curtailment of most of the contracts, so that houses or apartments are actually being built for 6,148 families, and dormitories for 4,932 men and 3,375 women. The projects of the United States Housing Corporation are located in 26 different cities; two on the Pacific coast (Bremerton and Vallejo) to house employees of navy yards; others in the Central States at Rock Island, Ill.; Alliance and Niles, Ohio, and Hammond, Ind.; others in Eastern States at Bath, Me.; Quincy, Mass.; Newport, R. I.; Bridgeport, New London, and Waterbury, Conn.; Watertown and Niagara Falls, N. Y.; New Brunswick, N. J.; Erie and Philadelphia, Pa.; Aberdeen and Indianhead, Md.; Portsmouth, Va., and Charleston, W. Va., to house employees of arsenals, proving grounds, navy yards, and workmen engaged on a variety of Government contracts.

The 6,148 houses built by the United States Housing Corporation will provide excellent homes for over 30,000 people, and the dormitories will provide for 8,000 more. As the Homes Registration Service has found suitable homes for over 50,000 persons, and as the Transportation Division has made it possible for war industries to use over 8,000 workers to live outside of the city in which they work, it may be said that approximately 100,000 persons will have been housed by the United States Housing Corporation during the first year of its existence.

Stress has been laid upon economy, so far as economy has been consistent with prompt meeting of an emergency need. But stress has also been laid upon quality in housing, because efficiency, contentedness, and good citizenship are dependent upon wholesome living conditions.

The houses built by the United States Housing Corporation are being rented for the present in view of the present uncertainty as to the trend of real estate values, but it is expected that when conditions become stabilized they will be sold to their occupants or other intending home owners at a fair appraised value and on reasonable terms.

A room registry was established by the Washington Chamber of Commerce in the fall of 1917, and was later taken over by the District Council of Defense. In September, 1918, this office was taken over by the Bureau of Industrial Housing and its title changed to Homes Registration Service. It provides addresses of vacant rooms to all inquirers, and has supplied addresses to more than 40,000 persons since February, 1918. Altogether, it has found rooms for 15,322 women, 1,527 men, and for 467 couples; this in addition to the work of the Committee on Requisitioned Houses, which also operated through this office and which provided homes for approximately 1,000 persons.

Since the armistice the work of the United States Housing Corporation has been materially curtailed. Although plans were drawn for houses in 94 different cities, projects were abandoned altogether in all but 26 cities and were materially curtailed in many of these. The houses planned by the United States Housing Corporation are already completed or are nearing completion in each of these cities, and already over 1,400 houses and apartments and over 2,500 rooms in dormitories are occupied.

Plans of houses constructed by the corporation will also be issued to any intending home builder at cost of reproduction. Any interested person may secure these by writing to the United States Housing Corporation, 613 G Street NW., Washington, D. C., specifying the type and size of house in which he is interested.

A report is now being prepared by the United States Housing Corporation which will include plans, elevations, and descriptions of all standard types of houses which it has designed or erected. The report will also include plans of each community and a detailed exposition of the organization, working methods, and achievements of the bureau. It will be issued in July, 1919.

INFORMATION AND EDUCATION SERVICE.

This service was formed as a war emergency organization to make known the policies of the department and to stimulate the morale of the workmen in the interest of maximum production, necessary to win the war. Through its Educational Division a campaign of publicity was conducted through the press, in which were featured news stories showing the patriotic devotion of munitions and shipyards workers. The press rendered hearty cooperation in this work, particularly the labor papers, which reached a great number of workmen in large industrial centers. This press campaign was supplemented by the work of the Speakers' Division, later known as the Information Division, which sent speakers throughout the country to explain to business men and manufacturers the labor policies of the department and particularly of the Employment Service. A motion-picture campaign was also introduced with excellent results.

Large numbers of posters, bearing inspiring slogans, were distributed in industrial centers to urge workmen to redouble their

efforts in behalf of the men in uniform abroad. An industrial plants division was also formed to work directly with the workingmen through shop organizations in the interest of active cooperation in the great effort to win the war. An economics division formulated policies for the service and checked and coordinated its activities.

With the end of the war these activities were directed to reconstruction needs. The Economics Division was taken over in the Division of Public Works and Construction Development, which has conducted a successful campaign to stimulate public and private building in the United States as a means of bridging over the transition period from war to peace. An "own-your-own-home" campaign was conducted with splendid results.

The service sent abroad an industrial commission of employers, which returned with a most constructive report on the relation between employer and employee in European countries, designed to guide American interests in labor policies.

A conference of governors and mayors was called, under the auspices of the service, at the White House in March to consider reconstruction programs, and a permanent organization of governors and mayors was built up.

During the reconstruction period the education and information divisions have explained the department's work, and have aided in pushing reconstruction policies. The Industrial Plants Division has devoted its attention largely to the home-building campaign, and later to naturalization work among factory employees.

OWN-YOUR-OWN-HOME CAMPAIGN.

February 1, 1918, an own-your-own-home campaign was started. This campaign, undertaken primarily to furnish employment for returning soldiers, has had the effect of giving an impetus toward the revival of construction work in many places. Nearly 100 cities are now cooperating in the nation-wide movement to stimulate building and over 1,500 inquiries concerning methods of procedure have been received.

Through the Division of Public Works and Construction Development a careful survey was made of housing conditions as they existed when the armistice was signed. The survey included deferred projects, cost of materials and wages, and revealed a shortage of nearly a million houses, as nearly as could be estimated. In organizing for nation-wide campaign work the country was divided into 10 districts and a regional director was appointed for each district. The regional directors have exercised a supervision over the cities or groups of cities conducting local own-your-own-home campaigns and have gathered for them information or have supplied aid wherever possible.

In each city, committees are appointed with the mayor or a leading citizen as chairman and representatives of labor councils, large mercantile institutions, leaders of women's clubs, and members of important associations comprising the personnel. Working with the general committees are subcommittees, and the most effective cooperation has been secured.

Among the cities in which the campaigns are being successfully carried on are: Birmingham, Ala.; Little Rock, Ark.; Los Angeles and Oakland, Calif.; Denver, Colo.; Jacksonville, Fla.; Columbus

and Macon, Ga.; Springfield, Elgin, East St. Louis, and Oak Park, Ill.; Anderson, Indianapolis, Kokomo, Richmond, and Wabash, Ind.; Cedar Falls, Rock Rapids, and Waterloo, Iowa; Leavenworth, Wellington and Wichita, Kans.; New Orleans and Monroe, La.; Auburn, Me.; Lowell and Pittsfield, Mass.; Lansing and Three Waters, Mich.; Minneapolis, St. Paul, and Faribault, Minn.; Hannibal, Kansas City, and St. Louis, Mo.; Billings and Terry, Mont.; Omaha and Kearney, Nebr.; Trenton, N. J.; Auburn, New Rochelle, and Utica, N. Y.; Columbus, Springfield, Toledo, and Massilon, Ohio; Albany and Portland, Oreg.; Philadelphia and Lancaster, Pa.; Columbia, S. C.; Watertown, S. Dak.; Knoxville, Tenn.; Salt Lake City, Utah; Lynchburg, Va.; Spokane, Wash.; Clarksburg, W. Va.; Milwaukee and Janesville, Wis.

Under the direction of the director of extension, Indiana Chamber of Commerce, a State-wide Own Your Own Home campaign is being conducted in Indiana. The Tennessee Manufacturers' Association is conducting a campaign for industrial housing.

LABOR STATISTICS BUREAU.

The United States Bureau of Labor Statistics is charged with the duty of acquiring and diffusing among the people of the United States useful information on subjects connected with labor in the most general and comprehensive sense of the word, and especially upon its relation to capital, the hours of labor and earnings of laboring men and women, and the best means of promoting their material, social, intellectual, and moral prosperity.

In fulfilling the functions above outlined the bureau prepares and publishes annual reports on retail prices, wholesale prices, union scale of wages and hours of labor, labor laws of the United States, and decisions of courts affecting labor. In addition to these annual bulletins the bureau also publishes bulletins at irregular intervals as material becomes available on the subjects of employment and unemployment, women in industry, workmen's insurance and compensation (including laws relating thereto), industrial accidents and hygiene, conciliation and arbitration (including strikes and lockouts), foreign labor laws, vocational education, and bulletins that are classified under a miscellaneous series.

The Monthly Labor Review, begun in July, 1915, is the principal publication of the bureau. In the four years of its existence it has come to be recognized as the authoritative publication dealing with matters of current interest relating to industry. It gives information concerning the current work of the Bureau of Labor Statistics and of other bureaus of the Department of Labor, and also the work of other Government agencies dealing directly with labor matters. Special articles and brief reports of original investigations appear in its issues. Statements of the employment and conciliation work of the department and statistics on immigration are printed each month. Reviews of the work of State labor bureaus, workmen's compensation commissions, minimum wage commissions, and arbitration boards are given, together with information concerning the legislation of Congress and of the several States, and summaries and analyses of important court decisions relating to labor. Retail and wholesale prices of commodities appear each month, and various

phases of the labor situation in this and foreign countries as affected by the war are considered in detail.

A list of the publications of this bureau will be sent on application to any library.

NATURALIZATION BUREAU.

In its administration of the naturalization laws this bureau seeks to obtain the cooperation of every public school, and it has recently published two books which libraries situated in foreign quarters may wish to have for their reference collection—"Teachers' Manual," arranged for the guidance of the public-school teachers of the United States for use with the students textbook to create a standard course of instruction for the preparation of the candidate for the responsibilities of citizenship; "Student's Textbook," a standard course of instruction for use in the public schools of the United States for the preparation of the candidate for the responsibilities of citizenship.

Other important publications of the bureau are "An Outline Course in Citizenship," "The Work of the Public Schools with the Bureau of Naturalization," "Second Year of the Work of the Public Schools with the Bureau of Naturalization and Naturalization Laws and Regulations."

NEGRO ECONOMICS DIVISION.

During 1916 and 1918 perplexing questions involving race relations were called to the attention of the Department of Labor and special investigations were made regarding negroes. With the greater industrial efficiency demanded by the war it became apparent that a more harmonious adjustment of labor relations between white employers, negro workers, and white workers was imperative. Therefore, in January, 1918, the Advisory Council to the Secretary of Labor, after conferring with competent persons who had been active in such matters, recommended to him that a negro adviser be appointed. After consultation with many persons of both races the Secretary appointed a director of negro economics, who, on May 1, 1918, entered upon his duties of advising the Secretary of Labor on matters affecting negro wage earners and of outlining and directing plans toward greater production in agriculture and other industries in which negroes were becoming largely engaged.

Following a plan approved by the Secretary for the formation of cooperative committees of white and colored citizens in the States and localities where racial labor problems existed; the development of a publicity campaign to create a better feeling between the races; and the appointment of negro staff workers, in States and localities, for promoting this program, the department, under the advice of the director of negro economics, authorized a number of State conferences, North and South, out of which grew the formation of volunteer negro workers' advisory committees and the appointment of State supervisors of negro economics, under whose supervision these committees began functioning, in negro-labor matters, in close cooperation with, and under the direction of and approval of the Federal directors of the United States Employment Service.

During the war period preliminary conferences and interviews between the director of negro economics and representative white and colored citizens in the majority of the Southern States and in a

few of the Northern States laid the foundation for an understanding on the part of both races of the desire and purpose of the department to promote cooperation and thereby to help solve local racial labor problems.

The United States Employment Service of the department has necessarily received the largest amount of the cooperative effort of the Division of Negro Economics, particularly with reference to questions relating to the handling of negro labor on and after August 1, 1918. The Federal directors of that service have repeatedly turned to the field staff of the Division of Negro Economics for advice and help on practically all matters relating to negro labor. In Virginia and Alabama special assistance was given in the inauguration of the work of the Boys' Working Reserve among negro boys. Many of the other bureaus and divisions of the department and of other executive departments have been assisted in problems relating to negroes.

Of particular note has been the constant cooperation with existing private organizations and agencies, such as chambers of commerce, Y. M. C. A., Y. W. C. A., philanthropic, welfare, and labor organizations. The culmination of this latter effort was seen in February, 1919, when in an informl conference at Washington, D. C., forty-five welfare boards, agencies, and organizations responded to the invitation of the Secretary of Labor and, after a three-day session, adopted and recommended the carrying out of a definite program of cooperative work for the betterment of economic conditions among negro wage earners.

The enthusiasm of negro workers has increased over the entire country, particularly in those States and localities where negro workers' advisory committees have been formed.

In specific cases, potential race friction has been removed and actual clashes of the races have probably been prevented. Noticeable improvement of race relations has been the effect of conferences, interviews, and public meetings following frankness of discussion of problems and an understanding of the constant need of good will between employer and employee.

Since the armistice was signed the utility of the plan of having a division of negro economics in the office of the Secretary has been no less apparent. The placement into peace-time occupations of the returning negro soldiers, and the general readjustment of labor conditions to reconstruction and peace needs calls just as strongly as did the war-time needs, for an advisory negro division capable of assisting the department in its purpose to foster and promote the welfare of wage earners, of whatever race or sex they may be. The reports of the supervisors of negro economics in nine States, either directly or through the Federal directors, United States Employment Service, indicate the above needs.

UNITED STATES TRAINING SERVICE.

On July 1, 1918, an appropriation of $150,000 (July 1, 1918, to July 1, 1919), was made available "for training and dilution service." The purposes and duties of this service were outlined as follows:

To ascertain the best methods used in various plants and industrial establishments for training persons to do skilled work; to ascertain the need for such training of workers; to provide information on this subject to the various

plants, industrial establishments and employees, and to promote such training wherever it was necessary or desirable, to cooperate with the United States Employment Service in all of this work.

This service also took up the problem of dilution when necessary. This consisted essentially in reorganization of work so as to turn over to unskilled labor a large part of the processes formerly done by skilled workers.

The dilution branch of the service ceased to exist with the passing of strictly war industries.

Careful studies were made of existing training in the United States and elsewhere, and plans were formulated for instituting and carrying on training in industries where none existed and for improving existing training. It was especially charged with the task of coordinating its plans with those of the Federal Bureau of Vocational Education and of evolving an educational plan which could be used as a basis for developing plans fitted to local conditions.

In order to cover systematically the entire country, the zone lines of the Ordnance Department were used, making twelve working districts, as follows:

Each district had a field representative who was authorized to organize training departments in industrial establishments on request of the management. These field representatives were also authorized to initiate, with the assistance of employers and public-school authorities, broader movements to organize industrial training in public schools in connection with plans provided by the Federal Board for Vocational Education. In some cases several smaller industrial establishments had been grouped advantageously and a common training department organized for their service, either under their joint auspices and support or by public assistance. Such undertakings were organized and supervised by this service.

In Chicago the manufacturers pooled their interests together and established a central training school known as the "Washburn School." The purpose of this school was to train both men and women to become skilled machine operators, in order that the shortage of such labor might be alleviated. The departments of training included automatic screw machine, hand screw machine, tool room, woodworking, welding, soldering, etc. The Chicago schools supplied the tool room, where all tools for the automatic screw machine department were made and toolmakers trained, with lathes, drill presses, shapers, milling machines, power hack saws, grinders, gas forges, machinists' vises, anvils, bench precision lathes, filing machines, and other small tools. Cooperating manufacturers contributed six automatic screw machines of standard makes, which offered splendid opportunities for training a variety of operators. They were also asked, when possible, to furnish raw material, dies, tools, jigs, gauges, etc. As a recompense the manufacturers received all the production of the students while in training.

The scheme of training which the Government is helping to install in industry contemplates the instruction of the worker while he is at this daily task. Instructors for this purpose are either selected from the force of employees or else are specially engaged.

The advantages of this training to the employer are decrease of labor-turnover, larger output, and lesser unit cost of production. The employee benefits by a broadening of his skill, an increase in wages,

enlargement of opportunities, and a lessening of the hazards of industrial employment. Experience both during the war and since shows that industrial training produces these results.

It is the plan of the United States Training Service to encourage and help manufacturers to institute training of their employees in conjunction with production, either on the factory floor or in a separate department, where, however, the work they do while under instruction will be a part of the plant's productional processes and of its output. The instruction of workers, under this plan, may be intrusted to persons selected from the regular force or to special trainers as conditions suggest.

By this method those operatives who are too good to be dismissed, and yet not really good enough to be retained without improvement in the organization, are put under the instructor for training until daily charts of their performance (which, of course, are obtained upon regular factory production) demonstrates an efficiency reaching the standard for the work on which they are engaged. Those of the next grade of inefficiency are trained in the same way and to the same end. The system is one of upgrading workers by extending their knowledge of processes and increasing their skill. It devotes itself to raising the average output of the three-fourths and not to speeding up the one-fourth whose rate of production is already satisfactory.

The following bulletins have been issued, most of which may be obtained on application:

Bulletin No. 1. How to Start a Training Department in a Factory.
Bulletin No. 2. A Successful Apprentice Toolmakers' School.
Bulletin No. 3. British Methods of Training Workers in War Industries.
Bulletin No. 4. Training Employees for Better Production.
Bulletin No. 5. Training Labor for Peace Time.
Bulletin No. 6. Labor Turnover and Industrial Training.
Bulletin No. 7. Industrial Training and Foreign Trade.
Bulletin No. 8. Some Advantages of Industrial Training.
Bulletin No. 9. Seven Million Candidates for Training.
Bulletin No. 10. A Business Man's Experience with Industrial Training.
Bulletin No. 11. Efficient Training in a Large Plant.
Bulletin No. 12. How Training Departments Have Bettered Production.
Bulletin No. 13. Industrial Training in Representative Industries.

NATIONAL WAR LABOR BOARD.

This body, created by the President and composed of five representatives of capital and five representatives of labor, with William Howard Taft and Basil M. Manly as the joint chairmen representing the public, functioned during the war as the supreme court of industrial relations. The purpose of its creation was the maintenance of industrial peace, and, therefore, a maximum production, in order to give the greatest possible support to our armed forces. Effect was given this purpose by mediation, conciliation, and arbitration of all industrial controversies on the basis of a set of principles guaranteeing justice in the relation of employers and employed. Briefly, these principles protected the workers in their right of organization, extending to employers the same right; affirmed the right of the workers to bargain collectively through chosen committees; protected rights of women in industry, guaranteeing them equal pay for equal work; recognized the right of every worker to a living wage—that is, a wage sufficient to sustain himself and his family in health and rea-

sonable comfort; upheld the eight-hour day in all plants where law required its application.

In all, 1,246 controversies have come before the board, in which more than 2,000,000 workers were involved. This estimate has been made in advance of an accurate compilation of the board's statistics. In 400 cases awards were made after extensive hearings and investigations, and in all of the decisions the governing principles were adhered to. Wages were increased to conform to the advanced cost of living and wage awards made on the basis of scientific investigations of living costs. Upon rendering an award the board assigned an administrative examiner to supervise its application. As yet complete statistics with regard to other of the board's activities are not available.

After the signing of the armistice the board's latitude in the field of industrial relations, which during the war was virtually without limit, was somewhat curtailed, it having been agreed to take jurisdiction only in cases where both parties jointly submitted to an agreement to abide by the board's award. This rule limits the board's function to one of requested arbitration.

WOMAN IN INDUSTRY SERVICE.

The Woman in Industry Service was established in July, 1918, under the appropriation which authorized the Secretary of Labor to—

> Establish a service with special reference to promoting and developing the welfare of wage-earning women, improving working conditions of women and advancing their opportunities for profitable employment, and in this service to coordinate and control all work in the Department of Labor and other departments having to do with any matters of policy or procedure with reference to women wage earners.

Standards have been formulated governing the employment of women. These standards deal with wages, hours, collective bargaining, necessity for employment management in industry, and the working conditions which should be established in plants where women are employed.

To assist in establishing policies regarding the employment of women a committee on hazardous occupations was organized to report on the employment of women in hazardous occupations; an advisory council of working women has been formed; special investigations are being made in a number of cities of the conditions of employment of Negro women in industry; and an initial inquiry has been made into the status of women in the metal trades in Michigan.

The service cooperates with the War and Navy Departments by advising on conditions affecting the employment of women in navy yards and arsenals.

Special assistance and advice has been given in the States with a view toward formulating or furthering programs of legislation. At the request of the governor of Indiana a survey was made of the conditions under which women were employed in that State and a report was submitted in advance of the meeting of the legislature.

Information regarding legislation and working conditions for women is furnished to those who are interested.

A stereopticon slide lecture and a 15-panel exhibit illustrating the standards which are advocated for the employment of women have

been prepared for use throughout the country by State labor departments, schools, and colleges, and other organizations.

Publications issued by the service are:

Bulletin No. 1. Proposed Employment of Women during the War in the Industries of Niagara Falls.
Bulletin No. 2. Labor Laws for Women in Industry in Indiana.
Bulletin No. 3. Standards for the Employment of Women in Industry.

WORKING CONDITIONS SERVICE.

Established for the purpose of improving working conditions, the service determined to exclude from its field all industrial controversies and to deal with industrial health, safety, and labor administration. As the service has advisory power only, it was decided that the most effective way to bring about betterment in working conditions is to secure the good will and cooperation of employers and employees.

It decided, therefore, to develop a central clearing house for information that would help managements to develop plans and methods for improving working conditions, to offer industries a consultant service composed of specialists in problems affecting industrial production. Upon the request of managements, specialists are sent to plants to make surveys which uncover harmful methods or policies and are the basis for recommendations to correct conditions and practices in order to promote health, safety, and the development of a stable working force. If the managements desire, the service helps them to install or supervise changes. The Working Conditions Service is organized into three divisions for administrative purposes—namely, Division of Industrial Hygiene and Medicine, Division of Labor Administration, and Division of Mechanical Safety.

DIVISION OF INDUSTRIAL HYGIENE AND MEDICINE.

(Personnel of this division detailed from United States Public Health Service.)

The division investigates general hygienic conditions in industrial plants, specific occupational diseases and poisonings, production processes harmful to health of workers, and recommends changes that will eliminate or reduce health hazards. The division also promotes higher standards of medical supervision and service, both in plants and through industrial clinics.

DIVISION OF LABOR ADMINISTRATION.

This division deals with personal relations between management and employees. It includes methods and policies necessary to establish and maintain equitable relationships between employers and employees. It does not deal with wages and hours as controversial questions. Irrespective of policy regulating contractual relations, the management must have a labor policy determining methods of hiring, placing, promoting, record keeping, etc. These records show labor costs of production. This division seeks to bring the best employment methods into universal usage.

DIVISION OF SAFETY ENGINEERING.

The division seeks to reduce injury in industries. It furnishes industries with information on plant layout and construction with

reference to safety, structural safety, mechanical guarding, forms of safety organization, and safety education of workers, including bulletin board methods and materials, films and lantern slides, bulletins, and circulars. Safety engineers survey plants and make recommendations to eliminate hazards.

LIST OF STERNLY CONDENSED SUBJECT HEADINGS FOR A "USE YOUR GOVERNMENT" CARD CATALOGUE.

Adjustment and Conciliation Service:
- Agreement.
- Arbitration.
- Awards.
- Controversies (labor).
- Disputes.
- Mediation.
- Negotiation.
- Settlement.
- Strikes.

Children's Bureau:
- Accidents.
- Care of defective, dependent, delinquent.
- Diseases.
- Education.
- Employment.
- Employment statistics.
- Health.
- Labor.
- Laws.
- Measuring.
- Mortality.
- Nursing (public health).
- Occupations, dangerous.
- Play.
- Scholarships.
- Statistics.
- Weighing.
- Welfare.

Employment Service:
- Information.
- Investigation.
- Jobs.
- Reserve, public service.
- Reserve, Boys' Working.
- Statistics.

Housing and Transportation:
- Contracts.
- Dormitories.
- Plans.
- Specifications.

Immigration:
- Aliens.
- Chinese.
- Employment.
- Exclusion.
- Illiteracy.
- Japanese.
- Laws.
- Passports.
- Statistics.

Labor Statistics:
- The title is all inclusive.

Naturalization:
- Americanization.
- Citizenship.
- Cooperation.
- Foreign born.
- Home making.
- Organization.
- Schools, public.

Negro Economics:
- Conferences.
- Efficiency.
- Investigation.
- Labor.
- Migration.
- Propaganda (combating dangerous).
- Racial cooperation.
- Surveys.
- Thrift.
- Training.

Training Service:
- Classes.
- Education.
- Efficiency.
- Employees.
- Employers.
- Industry.
- Inefficiency.
- Information.
- Opportunity.
- Output.
- Production.
- Skill.

List of Sternly Condensed Subject Headings for—Continued.

Woman in Industry Service:
Bargaining, collective.
Conditions, working.
Employment.
Hazard.
Hours.
Investigations.
Legislation.
Policies.
Standards.
Surveys.
Wages.

Working Conditions Service:
Administration.
Clinics.
Conditions.
Diseases.
Education.
Hazard.
Hygiene.
Medicine.
Poisoning.
Safety.
Surveys.

A short list of current Government publications of interest to librarians is given below. The titles are selected from the cards for the April Monthly Catalogue issued by the Superintendent of Documents.

The editor of National Library Service has connected with every bureau and office listed below and at the present time a sufficient supply of bulletins for library use (that means one copy to a librarian) is available.

AGRICULTURE:
Statistics of grain crops, 1918. (Paper, 5 cents.)
How dairying built up a community. (Paper, 5 cents.) Animal Industry.
Live stock and reconstruction. (Paper, 5 cents.) Animal Industry.
Better poultry through community breeding associations. (Paper, 5 cents.) Animal Industry.
Federal protection of migrating birds. (Paper, 5 cents.) Biological Survey.
Composition and food value of bottled soft drinks. (5 cents.) Chemistry.
What national forests mean to the water user. Forest Service.
Farm woodlands and the war. (5 cents.) Forest Service.
Old and new in corn culture. Plant Industry.
Testing farm seeds in home and in rural school. (5 cents.) Plant Industry.
Strawberry culture, eastern United States. (5 cents.) Plant Industry.
Strawberry culture, South Atlantic and Gulf coast. (5 cents.) Plant Industry.
Strawberry culture, western United States. (5 cents.) Plant Industry.
Strawberry varieties in United States. (5 cents.) Plant Industry.
Care and repair of farm implements. (5 cents.) Public Roads.
Home mixing of fertilizers. (5 cents.) Soils.

COMMERCE:
Census publications available for distribution by Bureau of Census, April 1, 1919.
Important publications of Coast and Geodetic Survey appearing since January 1, 1914.
Trade of United States with the world, 1917–18. (Part 1, Imports, 10 cents; Part 2, Exports, 25 cents.)
Exports of domestic merchandise from United States by articles and countries during years ending June 30, 1914–1918. (40 cents.) Bureau of Foreign and Domestic Commerce.
Circular 24, Publications of Bureau of Standards. (25 cents.)

COUNCIL OF NATIONAL DEFENSE:
Agencies for sale of cooked foods without profit; survey of their development with particular reference to their social and economic effect.

FEDERAL BOARD FOR VOCATIONAL EDUCATION:
Photography, photo-engraving, and three-color work; Opportunity Monograph, Vocational Rehabilitation Series, No. 31.
Technical agriculture as a vocation; Opportunity Monograph, Vocational Rehabilitation Series, No. 33.

The practice of optometry and the training it requires; Opportunity Monograph, Vocational Rehabilitation Series, No. 34.
General farming; Vocational Rehabilitation Series, No. 26.
Training of teachers of vocational agriculture; Bulletin No. 27.
Treatment and training for the tuberculous; Bulletin No. 29.

LABOR:

Suggestions for own-your-own-home campaigns. Information and Education Service.
Making new opportunities for employment. Bureau of Labor Statistics (Monthly Labor Review for April, 1919).
Prices and cost of living. Bureau of Labor Statistics.
Efficient training in large plants. Training Service.
Industrial training in representative industries. Training Service.
British methods of training workers in war industries. Training Service.
Treatment of industrial problems by constructive methods. Working Conditions Service.

NAVY:

Navy Songbook. Training Camp Activities Commission (for free distribution to all officers and men of Navy).

SHIPPING BOARD:

Address of E. N. Hurley before National Foreign Trade Council, April 25, 1919.

TREASURY:

Road to health. Public Health Service.
Safe milk for small town. Public Health Service.
Where money went, etc. War Loan Organization.

THE UNITED STATES CIVIL SERVICE COMMISSION.

PURPOSE AND SCOPE OF THE CIVIL-SERVICE LAW.

January 16, 1883, Congress passed what is known as the civil-service law. This act created the United States Civil Service Commission. The law was intended to cure in part the evils traceable to the "spoils system," which grew out of the four-year tenure of office act of 1820.

During the first forty years after the organization of our Government, administrative practice with regard to the civil service seemed to conform to the intention of the founders. The Constitution fixed the term of no officer in the executive branch of the Government except those of the President and the Vice President. It was the established usage during these first forty years to permit executive officers, except members of the Cabinet, to hold office for an unlimited period during good behavior. This practice was changed in 1820 by the four-year tenure act. The spoils system, as it was officially described as early as 1835, was introduced and extended until it permeated the entire civil service of the country, and, in the opinion of leading statesmen, threatened to completely change the form of government.

The fundamental purpose of the civil-service law is to establish, in the parts of the service covered by its provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political, religious, or other such considerations. To carry out this purpose a plan of competitive examinations is prescribed. The act provides for the appointment of three commissioners, not more than two of whom shall be adherents of the same political party, and makes it the duty of the commission to aid the President, as he may request, in preparing suitable rules for carrying the act into effect. The act requires that the rules shall provide, among other things, for open

competitive examinations for testing the fitness of applicants for the classified service, the making of appointments from among those passing with highest grades, an apportionment of appointments in the departments at Washington among the States and Territories, a period of probation before absolute appointment, and the prohibition of the use of official authority to coerce the political action of any person or body. The act also provides for investigations touching the enforcement of the rules and forbids under penalty of fine or imprisonment, or both, the solicitation by any person in the service of the United States of contributions to be used for political purposes from persons in such service, or the collection of such contributions by any person in a Government building.

CLASSIFIED SERVICE AND UNCLASSIFIED SERVICE.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made upon examination and certification by the Civil Service Commission, unless specially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and, therefore, in which appointments may be made without examination and certification by the commission. Under the law, positions of mere unskilled labor and positions to which appointment is made by the President, subject to confirmation by the Senate, are in the unclassified service. All other positions in the Federal executive civil branch throughout the country are in the classified service, except a comparatively few positions which have been exempted from the operation of the civil-service law by statute or Executive order.

Unskilled laborer positions in all branches of the service in some localities, and in certain branches of the service in all localities, while in the unclassified service, are filled through competitive examination under regulations promulgated by the President.

GROWTH OF THE CLASSIFIED SERVICE.

In 1883, the year in which the civil-service law was enacted, 13,924 positions in the civil service were subject to competition. On June 30, 1917, 326,899 persons held positions in the civil service subject to competitive examination under the civil-service law and rules. This increase was due partly to the classification under the rules of additional branches of the service, partly to the normal growth of those branches already included, and partly to the extension of governmental activities to new fields.

After the date of America's declaration of war with Germany, April 6, 1917, there was naturally an abnormal growth in the civil service, which continued even beyond the signing of the armistice. Since December, 1918, considerable reductions have been made. During the 19 months of America's participation in the war the Civil Service Commission gave competitive examinations under the civil-service law and rules to slightly less than 1,000,000 persons, and about 400,000 persons with tested qualifications were supplied by the commission to the service. The number of civilian employees at Washington, D. C., increased during the war period from about 35,000 to approximately 105,000. The mechanical forces at navy yards and naval stations increased from less than 21,000 to more than 100,000,

and in Government ordnance plants from 11,000 to about 40,000. Practically every branch of the Government service was greatly augmented. In a normal year the Civil Service Commission examines about 175,000 persons and about 40,000 appointments are made.

About one-tenth of the employees in the civil service are in the District of Columbia, the remainder being distributed throughout the country.

PRACTICAL BENEFITS OF THE MERIT SYSTEM.

Many officials of the Government have testified from time to time to the material and practical benefit of the examination system in promoting efficiency in the service. It is practicable to mention here but a few instances of these definite results.

A few years ago an interesting comparison was made of the efficiency of the Railway Mail Service during a period before the application of the civil-service law to that branch with a period following its classification under the civil-service law. For the seven years immediately preceding the application to this service of the competitive-examination system the number of pieces of mail distributed by each employee annually averaged 1,230,731 and the number correctly distributed for each error was 3,931. The average number of errors made by each employee annually in distribution was 335. For the 20 years after the classification of this service the average number of pieces of mail distributed annually by each employee was 1,504,164, an increase of about 20 per cent over the amount of work performed per employee before classification. For the first decade following the classification the errors average 1 to every 8,627 pieces of mail distributed, or 183 per employee annually. For the second decade the errors averaged 1 to every 11,307 pieces of mail distributed, or 131 to each employee annually.

Statistics compiled some time ago by the Post Office Department showed that with the growth in the number of employees who entered through competitive examination there was a growth in the number of pieces of mail distributed per employee which amounted to an average of 20 per cent, and that there was a pronounced improvement in accuracy, the number of errors made annually by each employee before classification being nearly three times as great as the number made annually by each employee at the time the report was made.

Some of this notable improvement in efficiency was doubtless due to better conditions under which the work was done and to better administrative methods; but the competitive-examination system is clearly entitled to a share in the causes of this showing for efficiency and economy; and this seems especially true of the decreases in errors. It is fair to add that the examination system may have contributed to better methods of administration by providing a more intelligent and capable force and one more amenable to discipline than could have been obtained under the patronage system.

Annual reports of the Commissioner of Internal Revenue afford an interesting comparison between conditions under the merit system of appointments, as shown in 1912, when the merit system had been applied for a considerable time, and those which prevailed when the system was first applied to the Internal-Revenue Service in 1896:

	Fiscal year ended June 30, 1912.	Fiscal year ended June 30, 1896.
Total collections	$321,615,894	$146,830,615
Total expenses	$5,503,983	$4,086,292
Cost of collection per $100	$1.71	$2.78
Number deputy collectors employed	1,257	962
Number of clerks employed	129	185
Number of messengers employed	14	27
Salaries paid deputy collectors, clerks, and messengers	$1,818,239	$1,504,186
Number gaugers, storekeepers, and storekeeper-gaugers	2,172	2,551
Number gallons gauged	544,020,347.3	269,334,762

In a statement issued for publication by the naval aircraft factory at Philadelphia in December, 1918, the competitive-examination system is given full credit for keeping down the labor turnover to about 41 per cent during the war, when changes in forces, particularly of mechanics and laborers, were at their highest all over the country. The following is a quotation from this statement:

> In private industry it is often necessary to hire eight to ten persons before a satisfactory employee is secured. Further testimony of the generally satisfactory caliber of the working force recruited under civil service is found in the fact that only 139 persons have been discharged for cause since the starting of the factory.

To secure a working force of 3,642 persons in that factory the total number employed during the year was 6,035. In this new project less than two persons were employed to fill each permanent position as against the estimate of eight to ten in private industry.

There are other figures which show that the competitive-examination system is an important factor in keeping the labor turnover in Government establishments far below that of private business.

EXTENSION OF THE MERIT SYSTEM.

As stated, positions which are filled through nomination by the President, subject to confirmation by the Senate, are not included in the competitive-examination system by the civil-service law. The most important extension of the merit system is the inclusion of these higher positions, such as postmasters at first, second, and third class offices; collectors of customs, collectors of internal revenue, heads of bureaus, and the like within that system. Steps in this direction have been taken by Executive orders providing for open competitive examinations to fill positions in the diplomatic and consular services and positions of postmaster at offices of the first, second, and third classes. A further logical extension of the merit system would be the widening of the scope of the authority of the Civil Service Commission so as to give it jurisdiction in matters of promotion, reduction, and removal.

CHARACTER OF EXAMINATIONS.

The United States Government is the largest employer in the world. The limits of its activities are those of the field of human endeavor. The vast range of the operations of the Government require employees in many parts of the country and the insular possessions and with widely differing qualifications. Examinations are held by the Civil Service Commission for all kinds and classes of positions, from mere unskilled laborer to the highest grades of

technical, professional, and scientific positions. Where, in the opinion of the Civil Service Commission, such an examination is practicable and desirable, applicants are assembled in examination rooms in certain specified places, conveniently located throughout the country, for written scholastic tests. In many cases, however, the competitors are not required to assemble for a written examination but are graded upon their training and experience, and, where necessary, upon their physical condition. These so-called non-assembled examinations are given for two general classes of positions, viz: (1) Mechanical trades and similar positions, and (2) high-grade technical, professional, and scientific positions, and administrative positions which can not adequately be filled by promotion and for which the Government requires men or women whose fitness is demonstrated in a record of successful experience. In such examinations, competitors are rated upon the sworn statements in their applications and upon corroborative evidence gathered by the Civil Service Commission. In some examinations of this character, theses, published writings of the applicant, and the like are considered. Applicants for positions of mere unskilled laborer are given a physical examination only.

In all cases the examinations are practical and are designed to test the qualifications of the applicant for the particular kind of work for which he applies. The commission's system of rating insures a fair and impartial judgment of the relative merits of applicants.

PRESENT OPPORTUNITIES—ORGANIZATION OF THE CIVIL SERVICE COMMISSION.

There is seldom a time when examinations of less than 100 different kinds are open. Notwithstanding the fact that reductions are being made in some branches of the service, there are now about 150 examinations pending of various kinds and classes. A large number of the examinations are held throughout the country to fill positions in Washington, D. C., and other places while others are held locally for local employment. Definite information as to the kinds, dates, and places of current examinations may be obtained from any representative of the Civil Service Commission or by writing to "The United States Civil Service Commission, Washington, D. C." In any request for information made by mail the inquirer should state in general terms his desires and qualifications in order that his inquiry may be answered intelligently.

The organization of the Civil Service Commission consists of approximately 3,000 local boards of examiners, in every part of the country, reporting to district secretaries in 12 civil service districts, all under the supervision and direction of the commission at Washington.

The local boards of examiners have their offices in the post office or customhouse in each city in the country that has house-to-house delivery of mail and in some smaller cities that do not have such delivery.

All district and local boards of examiners are supplied currently with announcements of examinations and are fully informed concerning civil-service matters generally.

IMPORTANT PUBLICATIONS OF THE UNITED STATES CIVIL SERVICE COMMISSION.

Annual Reports.
Civil Service Act, Rules, Statutes, and Executive Orders.
Manual of Examinations. (Usually issued semiannually. Publication suspended during war period; to be resumed January, 1920. At present, all examinations announced by special bulletin.)

PARTIAL LIST OF WORKS RELATING TO THE CIVIL SERVICE.

The Civil Service and the Patronage.—By Carl Russell Fish. (Longmans, Green & Co., 1905.)
The Civil Service of Great Britain.—By Robert Moses. (Longmans, Green & Co., agents. 1914.)
Administration—Civil Service.—By Theodore Roosevelt. (G. P. Putnam's Sons, 1900.)
Principles Governing the Retirement of Public Employees.—By Lewis Merriam. (D. Appleton & Co., 1918.)
The Federal Civil Service as a Career.—By El Bie K. Foltz. (G. P. Putnam's Sons, 1909.)
The Federal Executive.—By John Philip Hill. (Houghton, Mifflin Co., 1916.)
Fighting the Spoilsman.—By William Dudley Foulke. (G. P. Putnam's Sons, 1919.)
Orations and Addresses of George William Curtis, Volume II. (Harper & Brothers.)
A Bibliography of Civil Service Reform and Related Subjects. (Published by the Women's Auxiliary of the National Civil Service Reform League, New York City.)
Annals of the American Academy of Political and Social Science.—See index to volumes 1–63, under head of Municipal.
National Civil Service Reform League.—Proceedings at annual meetings. (Published by the league, New York City.)
National Assembly of Civil Service Commissions.—In addition to annual reports of proceedings, the assembly issues pamphlets on a Standard Civil Service Law, Efficiency Ratings, Examination Standards, etc.
Bulletins of the Bureau of Labor Statistics of the U. S. Department of Labor, especially Proceedings of Employment Managers' Conference, Nos. 196 and 202, and The British System of Labor Exchanges, No. 206.
The Encyclopedias, especially Laler's Cyclopædia of Political Science.
Magazine articles may be found by reference to Poole's Index.

Present problems in the Federal civil service are superannuation and retirement, reclassification of duties and salaries, and economy and efficiency in administration. Any works on these subjects are recommended.

NEWS NOTES.

DEPARTMENT OF AGRICULTURE.

The Office of Home Economics of the United States Department of Agriculture is again cooperating with another department of the Government in a conservation campaign. This time it is the educational campaign for wise spending by means of which the War Savings Division of the Treasury hopes to show the families of the country how they can get 100 cents' worth for every dollar spent for food, housing, clothing, running expenses, recreation, and all other items of the cost of living, and by so doing live just as well and yet have more dollars left to buy war savings stamps.

The Department of Agriculture and the Treasury are together publishing a series of United States thrift leaflets for free distribution, which will help in this thrift movement as the United States food leaflets, published during the war by the Department of Agriculture

and the Food Administration, helped in food conservation. Twenty leaflets are planned, four of which are already out. "Is Thrift Worth While?" is the first. The second, entitled "Seven Steps Toward Saving," shows how by planning household expenditures carefully the chances of wasting money and materials are lessened. "Clothing for the Family" tells in concrete, practical terms how wise spending saves in this item of the cost of living; "Saving Time and Money by Simple Housecleaning," preaches the doctrine of "easy and often" as a means of saving yourself and your belongings. Other leaflets will tell how to do special cleaning at home, how to take care of clothing, how to choose food wisely, what good lighting is, how to simplify laundry work, how to remove stains, how to save fuel in cooking and heating, in short, how to practice thrift in every-day life.

Combined Government exhibits from several departments will be sent out this year on five circuits of larger fairs and expositions, according to a decision of the joint committee on Government exhibits, which represents the departments cooperating, and which has headquarters in the Office of Exhibits of the United States Department of Agriculture.

The material in each circuit will fill two freight cars and require about 8,000 square feet of floor space for its proper installation. Each circuit probably will consist of about eight State fairs or larger expositions. Itineraries are now being made up by the joint committee. The Department of Agriculture, the War Department, the Navy Department, and other departments are cooperating in the plan, which was first tried cooperatively last year and met with much favor at fairs and expositions in every section of the country.

The combined exhibits last year were designed to give to people all over the country an idea of what the Government was doing to win the war, both in food production and industry at home and in military and naval operations. This year the exhibits will deal to some extent with the problem of readjustment to peace-time conditions.

AMERICAN LIBRARY ASSOCIATION.

The American Library Association War Service is cooperating with the Home Education Division of the Bureau of Education in the distribution to men in service of After-the-War Reading Courses. These will be mailed to all War Service Libraries in Army and Navy camps, hospitals, on transports, both in this country and overseas.

An exhibit is in preparation, showing the activities of the A. L. A. War Service to date, especially the service overseas and on transports, to be on view at the forty-first annual conference of the American Library Association, at Asbury Park, N. J., June 23–28. This exhibit, which will be more comprehensive than the successful one shown at the conference at Saratoga Springs in 1918, will be held at the new Monterey Hotel.

The Food Administration Library Service exhibited last year at Saratoga the results of its activities during the war. This year its successor, National Library Service, will show at Asbury Park the scope and function of its readjustment and constructive peace program.

CIVIL SERVICE.

An executive order issued by the President on April 16, 1919, amends the civil-service rules so as to permit the Civil Service Commission to waive the physical requirements under certain conditions in favor of men who were injured in the military or naval service.

The civil-service regulations specify certain physical defects which will debar from all examinations and other defects which will debar from certain examinations. These regulations are based upon the requirements of the service as established by the several department heads.

The Civil Service Commission had no authority to waive the physical requirements in favor of any person. Upon the recommendation of the commission, after consultation with the Federal Board for Vocational Education and the United States Employees' Compensation Commission, the President issued on April 16 the Executive order, as follows:

Provided, That the Commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he has been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of positions in which employment is sought.

In submitting its recommendation to the President the Civil Service Commission said:

Where it is apparent to this Commission that his (the disabled soldier's, sailor's, or marine's) physical condition is such that he would not ordinarily be accepted, the case will be referred to the Federal Board for Vocational Education. That board will then decide whether it is practicable to educate him for the position sought. If considered practicable, the rehabilitation and education will be given, and when completed, certification of that fact will be made to this commission. Where the board does not consider it desirable to attempt the education for the position sought other positions will be considered and suggested to him, but he will not be admitted to the one for which his physical condition constitutes an irremediable bar.

COMMERCE.

The New York Public Library, through its economics division, has asked approval to publish a biweekly index to "Commerce Reports," to be cumulated quarterly and annually. At present the Bureau of Foreign and Domestic Commerce publishes a quarterly index, but owing to a number of practical difficulties has never seen its way clear to undertake a more frequent issue. The library proposes to make a charge that will cover the cost only and asks the cooperation of the bureau in getting in touch with the 12,000 subscribers to "Commerce Reports." The bureau is favorably inclined.

The Department of Commerce has undertaken to publish a dozen or more country studies compiled during the war by the staff of economists employed at the War Trade Board. The latter organization is winding up its affairs and is not in a position to publish the reports in the preparation of which it had unique facilities during the war period. It is likely that the first report to be announced will be devoted to the economic position of Great Britain.

FEDERAL BOARD FOR VOCATIONAL EDUCATION.

In the old days the opportunity for a soldier, disabled in war, to earn a living was about limited to selling shoe strings on some busy corner, but now there opens up to the returned soldier, whatever his disability, many and varied fields of industrial pursuits. In the new numbers of the Opportunity Monographs issued by the Federal Board for Vocational Education some of these occupations are described. No. 24 is on the printing trade and contains a chart showing the character of the occupation, work required, qualifications, wages, hours, and the physical requirements for the various branches of this trade. "The demand for efficient farm labor is second to no other labor requirement in the world" is the statement made in No. 26 on "General Farming" as an opportunity for the disabled.

"Occupations in Navy Yards" is the title of No. 28 in which there is a description of the work carried on in the navy yards, the pay and conditions of work and the way in which to secure positions under the Civil Service. The monograph on drafting, No. 29, describes mechanical, architectural, hydrographic, commercial, ship, and patent drafting and lettering. In the various fields of transportation there are opportunities for our returned soldiers and these are described in No. 30. The thirty-first and thirty-second monographs are devoted to photography, photo-engraving and three-color work, and the jewelry trade.

INTERIOR.

Helium plant No. 3, Petrolia, Tex., designed and built under the direction of the Bureau of Mines, began the production of helium the 1st of April. On April 17 a report was received stating that 21 per cent helium was being made, and it is confidently expected that within the near future helium of the highest purity will be forthcoming from this plant on a large scale.

The plant, which employs the Jeffries-Norton process, developed by the Bureau of Mines, has a capacity of 30,000 cubic feet of helium per day and cost $150,000 as compared with $250,000 for plant No. 2 with a capacity of 3,000 cubic feet per day.

It is confidently expected that the cost of production at plant No. 3 will be far below that which has been accomplished at plant No. 1 and No. 2, which employed modifications of commercial processes for making liquid air.

There will be a nation-wide first-aid and mine-rescue meet in Pittsburgh the week of September 29, 1919, in connection with the formal dedication of the Pittsburgh station of the Bureau of Mines. It is planned to hold this meet at Forbes field during the first three days of the week. It is expected that teams will compete representing every mining district in the country, and that the various State mining departments, mining schools, the labor unions, and the mining societies will be represented by delegates. Field men of the Bureau of Mines are expected to make note of this affair and aid and stimulate local interest whenever possible.

During the month of March, 1,035 men were trained in mine-rescue and first-aid work by the staff of the mine-rescue cars and stations of the United States Bureau of Mines. Of these, 186 were given both first-aid and mine-rescue training, 60 mine-rescue training, and 789 first-aid training.

The Bureau of Mines has established in its statistical section a file in which all information available in regard to individual mines and mine companies throughout the country will be kept. As much of this information is confidential in character it will not be available to the public, but it will permit the staff of the bureau to promptly answer any questions which may arise in regard to any individual company or property.

LABOR.

Standards of care for the well-being of children—for their health, education, and work—were discussed and tentatively drawn up at the conference on child-welfare standards held in nine cities during May under the auspices of the Children's Bureau, United States Department of Labor.

The setting forth of these standards is part of the children's year campaign for the better protection of American childhood. At the invitation of the Secretary of Labor representatives of Belgium, England, France, Italy, Japan, and Serbia attended the conferences and told the child-welfare experts of this country the story of their experiences in protecting children under the strain of war.

The standards, drawn up in tentative form at the Washington conference by committees of American experts, declare that the lowest age at which a child should be allowed to go to work in any occupation is 16 years. The sole exception which the standards would allow to this is that children from 14 to 16 years old might be employed in agriculture or domestic service in vacation time. The health standards include a statement that there should be a public-health nurse for every 2,000 of the population. The standards for education declare that children between 7 and 18 years old should have nine months of school, either full or part time, each year.

NATIONAL GEOGRAPHIC SOCIETY.

Throughout the past few years, libraries have been besieged with requests from the public schools for geographic pictures. The idea of teaching geography by pictures has spread among the schools with lightning rapidity, and the demand upon the libraries has increased to a crescendo that now makes the supplying of illustrative material one of the vital problems of every librarian.

One great source of supply for these pictures is the National Geographic Society, not only because of the several hundred thousand distinctive geographic pictures in its great files, but because the society as an organization, devoted solely to the increase and diffusion of geographic knowledge and not to profit, is ready to supply these pictures in sufficient abundance at a nominal cost.

The librarians all over the country have been cutting up the National Geographic Magazine, mounting the pictures on separate sheets for picture folios and indexing them for schools; but, inasmuch as everyone hesitates to cut up so useful and attractive a magazine as the Geographic, requests for National Geographic pictures on separate sheets have been pouring into the headquarters of the society at Washington.

Therefore, the society's officers, ever glad to cooperate to the fullest extent in making the broad field of geography fascinating and easily understood by both school child and grandparent, have spared neither

time nor expense in arranging hundreds of pictures on separate sheets and in the most practicable form for school and library use. The wealth of material simplifies the problem of selection and adaptation.

In order to fit the pictures exactly to the needs of public education a résumé has been made of all the courses of study throughout the country. The pictures are arranged in sets of 24 and 48 by topics, especially adapted to fit the needs of every school. About 200 words of interesting text appear beneath each picture.

The first four groups of the series are ready now, these being the four for which the greatest number of requests have been received. There are two groups of 24 pictures each, one being on Eskimo and the other on Sahara life, each showing people, homes, animals, clothing, and food, as well as topography. These are for the early studies on climatic zones and races of men—used almost universally in school work. The third set illustrates land and water forms.

The fourth set gives an aeroplane view of the United States, illustrating in 48 pictures our chief mountain peaks, our wide range of climate, our picturesque and commercially valuable rivers and lakes, and our stately national parks.

RED CROSS.

For the purpose of establishing an association devoted to systematic effort on the part of the Red Cross societies in all parts of the world to anticipate, diminish, and relieve misery produced by disease and calamity, the League of Red Cross Societies was formed May 9, 1919, in Paris, France, the founder members being the Red Cross societies of the United States, Great Britain, France, Italy, and Japan, who will invite other national Red Cross societies into the membership. It is hoped that in time this league will be universal in membership and that it will become that great agency for the people's welfare which is the inspiration and goal of its founders.

The interest and active cooperation of Government heads everywhere toward this union of Red Cross societies is evidenced in its inclusion in the recent draft of the League of Nations covenant. President Wilson said in a letter to Mr. Davison:

> * * * Although the League of Red Cross Societies has no formal affiliation with the League of Nations, it is so obviously conceived in the spirit of the league that we incorporated its purposes in Article XXV of the covenant.

This article reads as follows:

> The members of the league agree to encourage and promote the establishment and cooperation of duly authorized voluntary national Red Cross organizations, having as purposes the improvement of health, the prevention of disease, and the mitigation of suffering throughout the world.

The League of Red Cross Societies, it should be clearly understood, has no statutory connection with the League of Nations, but is a purely voluntary, nonpolitical, nonsectarian, and nongovernmental organization, devoted to the welfare of mankind.

SHIPPING BOARD.

May has been a busy month with the United States Shipping Board.

There was the announcement that the Supreme Peace Council had awarded to the United States all German ships that had been interned in American ports and that these would be taken over at a cost to this country of about $100,000,000.

This accretion to our merchant marine brings into it 81 steamships, representing 562,224 gross tons. Most of these vessels are now being used by the War Department, but as fast as they are released from that service they will be turned over to the Shipping Board for operation in the ocean trade routes.

Statistics compiled up to May 7 show that from January 1 of this year a total of 204 steamships, with an aggregate of 781,980 gross tons, were delivered to the United States Shipping Board by American yards. From January 1, 1918, to December 31, 1918, the output was 527 steamships, with an aggregate gross tonnage of 1,991,587.

April of this year was the banner month in deliveries, the total being 93 steamships of 320,280 gross tons. The previous best month was October, 1918, when 263,000 gross tons were delivered.

Deliveries for 1919 were as follows: 161 steel ships of 683,780, gross tonnage; 39 wooden ships of 88,867 gross tonnage; 4 composite ships of 9,333 gross tonnage.

To avoid confusion in computing freight-carrying capacity, the Shipping Board formally adopted gross tons as a standard instead of the deadweight measurement which had been used.

"Not a single shipyard will be put out of commission and probably not a single shipbuilder will lose his job under the plan of reorganization of the Emergency Fleet Corporation," was an announcement made by Chairman Hurley on May 2.

Pacific coast shipbuilders were asked by Chairman Hurley to come to Washington and discuss with the Shipping Board the matter of shipbuilding policies, plans, and costs.

Announcement was made by the chairman of the Shipping Board that he had "taken up with the President the question of permitting American shipyards to build ships for foreign account in order to broaden their opportunities to get business and furnish continued employment for their labor."

Appointment of Henry M. Robinson, of Pasadena, Calif., as a member of the Shipping Board to succeed Charles R. Page, of San Francisco, who recently resigned, was announced at the White House. Mr. Robinson is a native of Ohio and a graduate of Cornell University. He has been connected with a number of mining, engineering, and manufacturing enterprises.

TREASURY.

Five times at the call of the Treasury Department the American people have poured out their millions in a demonstration of practical patriotism, but this is not enough if we would hold our place among the nations. The department seeks more than to pay for the victory; it seeks to build a better America and thus perpetuate victory. Believing that economy is the very foundation of the State, the Savings Division of the Treasury Department has planned a great educational campaign on thrift with two definite objectives—to make thrift the habit of the Nation and to furnish a practical outlet for the habit through the sale of War Savings Stamps. Thus would they build to-morrow and to-morrow's to-morrow.

GOVERNMENT OF THE UNITED STATES

LEGISLATIVE BRANCH — CONGRESS

SENATE
96 SENATORS

HOUSE OF REPRESENTATIVES
435 REPRESENTATIVES:
2 DELEGATES:
3 COMMISSIONERS

EXECUTIVE BRANCH — THE PRESIDENT

I. DEPARTMENT OF STATE
DIPLOMATIC SERVICE.
DIVISION OF WESTERN EUROPEAN AFFAIRS
DIVISION OF FAR EASTERN AFFAIRS.
DIVISION OF NEAR EASTERN AFFAIRS
CONSULAR SERVICE.
DIVISION OF LATIN-AM. AFFAIRS.
DIVISION OF MEXICAN AFFAIRS.
BUREAU OF CITIZENSHIP

II. DEPARTMENT OF THE TREASURY
COMPTROLLER OF THE CURRENCY
TREASURER OF THE UNITED STATES
INTERNAL REVENUE BUREAU
BUREAU OF THE MINT.
COMPTROLLER OF THE TREASURY
AUDITORS FOR DEPARTMENTS
REGISTER OF THE TREASURY
FEDERAL FARM LOAN BUREAU.
BUREAU OF ENGRAVING & PRINTING.
BUREAU OF PUBLIC HEALTH SERVICE
COAST GUARD(SEE NAVY)
SUPERVISING ARCHITECT'S OFFICE.
BUREAU OF WAR-RISK INSURANCE
GENERAL SUPPLY COMMITTEE

III. DEPARTMENT OF WAR
GENERAL STAFF CORPS:
WAR COLLEGE DIVISION.
BOARD OF ORDNANCE & FORTIFICATION
MILITIA BUREAU
OFFICE OF CHIEF OF COAST ARTILLERY
OFFICE OF JUDGE ADVOCATE GENERAL.
OFFICE OF INSPECTOR GENERAL.
OFFICE OF ADJUTANT GENERAL
OFFICE OF PROVOST MARSHAL GEN'L.
OFFICE OF QUARTERMASTER GENERAL.
OFFICE OF SURGEON GENERAL.
DIRECTOR OF MILITARY AERONAUTICS.
BUREAU OF AIRCRAFT PRODUCTION.
OFFICE OF CHIEF OF ENGINEERS:
BOARD ENG'RS RIVERS & HARBORS
MISSISSIPPI RIVER COMMISSION.
CALIFORNIA DEBRIS COMMISSION
OFFICE PUB. B'LDGS & GROUNDS.
OFFICE OF CHIEF OF ORDNANCE.
OFFICE OF CHIEF SIGNAL OFFICER
BUREAU OF INSULAR AFFAIRS:
PHILIPPINE GOVERNMENT.
PORTO RICO GOVERNMENT
DOMINICAN RECEIVERSHIP
TANK CORPS.
COMMITTEE ON EDUCATION & TRAINING
COMMISSION ON TRAINING CAMP ACTIVITIES

IV. DEPARTMENT OF JUSTICE
SOLICTOR GENERAL.
ASSISTANT ATTORNEYS GENERAL
SPECIAL ASS'T ATT'Y GEN'L. WAR WORK
ATTORNEY IN CHARGE OF PARDONS
DEPARTMENTAL SOLICITORS.
ATTORNEY IN CHARGE OF TITLES.
DIVISION OF INVESTIGATION.
SUPERINTENDENT OF PRISONS.

V. POST OFFICE DEPARTMENT
FIRST ASSISTANT POSTMASTER GENERAL.
DIV. OF POSTMASTERS' APPOINTMENTS
DIVISION OF POST OFFICE SERVICE.
DIVISION OF DEAD LETTERS.
SECOND ASSISTANT POSTMASTER GENERAL.
DIVISION OF RAILWAY ADJUSTMENTS.
DIVISION OF FOREIGN MAILS.
DIVISION OF RAILWAY MAIL SERVICE.
THIRD ASSISTANT POSTMASTER GENERAL.
DIVISION OF FINANCE.
THIRD ASS'T P. M. GEN'L. (CONT'D.)
DIVISION OF STAMPS.
DIVISION OF MONEY ORDERS.
DIVISION OF REGISTERED MAILS.
DIVISION OF CLASSIFICATION.
DIVISION OF POSTAL SAVINGS.
FOURTH ASS'T POSTMASTER GENERAL.
DIVISION OF RURAL MAILS.
DIV. OF EQUIPMENT & SUPPLIES.
TOPOGRAPHY BRANCH.

VI. DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY:
NAVAL CONSULTING BOARD.
NAVAL RECORDS AND LIBRARY
JUDGE ADVOCATE GENERAL.
NAVY YARD COMMISSION.
OFFICE OF NAVAL OPERATIONS:
OFFICE OF NAVAL INTELLIGENCE
COMMUNICATION SERVICE.
GUNNERY AND ENGINEERING.
INSPECTION AND SURVEY.
COAST GUARD (DURING WAR)
AVIATION SECTION.
BUREAU OF NAVIGATION.
HYDROGRAPHIC OFFICE.
NAVAL OBSERVATORY
NAVAL MILITIA.
NAVAL RESERVE.
BUREAU OF CONSTRUCTION & REPAIR
BUREAU OF SUPPLIES AND ACCOUNTS.
BUREAU OF MEDICINE & SURGERY
BUREAU OF STEAM ENGINEERING.
BUREAU OF YARDS AND DOCKS
BUREAU OF ORDNANCE.
MARINE CORPS.
COMMISSION ON TRAINING CAMP ACTIVITIES

VII. DEPARTMENT OF THE INTERIOR
GENERAL LAND OFFICE.
OFFICE OF INDIAN AFFAIRS.
BUREAU OF PENSIONS.
PATENT OFFICE.
BUREAU OF EDUCATION
GEOLOGICAL SURVEY
RECLAMATION SERVICE
BUREAU OF MINES.
NATIONAL PARK SERVICE.
ALASKAN ENGINEERING COMMISSION.
DISTRICT OF COLUMBIA INSTITUTIONS:
ST. ELIZABETHS HOSPITAL
COLUMBIA INSTITUTION FOR DEAF.
HOWARD UNIVERSITY.
FREEDMEN'S HOSPITAL.
SUPT. CAPITOL BLDG. AND GROUNDS.

VIII. DEPARTMENT OF AGRICULTURE
OFFICE OF FARM MANAGEMENT.
WEATHER BUREAU.
BUREAU OF ANIMAL INDUSTRY
BUREAU OF PLANT INDUSTRY
FOREST SERVICE.
BUREAU OF CHEMISTRY
BUREAU OF SOILS.
BUREAU OF ENTOMOLOGY.
BUREAU OF BIOLOGICAL SURVEY
BUREAU OF CROP ESTIMATES.
STATES RELATIONS SERVICE.
BUREAU OF PUBLIC ROADS.
BUREAU OF MARKETS.
INSECTICIDE AND FUNGICIDE BOARD
FEDERAL HORTICULTURAL BOARD.
DIVISION OF PUBLICATIONS.

IX. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
BUREAU OF FOREIGN & DOMESTIC COM
BUREAU OF STANDARDS
BUREAU OF FISHERIES.
BUREAU OF LIGHTHOUSES.
COAST AND GEODETIC SURVEY
BUREAU OF NAVIGATION.
STEAMBOAT-INSPECTION SERVICE.

X. DEPARTMENT OF LABOR
U. S. EMPLOYMENT SERVICE.
BUREAU OF IMMIGRATION.
BUREAU OF NATURALIZATION.
BUREAU OF LABOR STATISTICS.
CHILDREN'S BUREAU
CHILD LABOR DIVISION
NATIONAL WAR LABOR BOARD
WAR LABOR POLICIES BOARD
BUREAU OF INDUSTRIAL HOUSING AND TRANSPORTATION.

JUDICIAL BRANCH — SUPREME COURT

CIRCUIT COURTS OF APPEALS

UNITED STATES DISTRICT COURTS

VARIOUS SPECIAL COURTS.
COURT OF CLAIMS.
COURT OF CUSTOMS APPEALS
DIST. OF COL. COURTS.
TERRITORIAL COURTS.

XI. INDEPENDENT ESTABLISHMENTS

LIBRARY, PRINTING, AND SCIENCE
LIBRARY OF CONGRESS:
COPYRIGHT OFFICE.
GOVERNMENT PRINTING OFFICE:
SUPERINTENDENT OF DOCUMENTS.
SMITHSONIAN INSTITUTION
NATIONAL MUSEUM.
BUREAU OF AMERICAN ETHNOLOGY
NATIONAL ZOOLOGICAL PARK.
ASTROPHYSICAL OBSERVATORY
INTERNATIONAL CATALOG OF SCIENTIFIC LITERATURE.
INTERNATIONAL EXCHANGE SERVICE.
NATIONAL ACADEMY OF SCIENCES.

NATIONAL RESEARCH COUNCIL.

COMMERCIAL AND INDUSTRIAL
INTERSTATE COMMERCE COMMISSION.
DIRECTOR GENERAL OF RAILROADS.
THE PANAMA CANAL.
FEDERAL RESERVE BOARD.
FEDERAL TRADE COMMISSION.
UNITED STATES TARIFF COMMISSION
CIVIL SERVICE COMMISSION.
UNITED STATES BUREAU OF EFFICIENCY.
BOARD OF MEDIATION AND CONCILIATION.
U. S. EMPLOYEES' COMPENSATION COM.
FEDERAL BOARD VOCATIONAL EDUCATION.

PAN AMERICAN UNION.

WAR BOARDS
COMMITTEE ON PUBLIC INFORMATION.
COUNCIL OF NATIONAL DEFENSE.
WAR INDUSTRIES BOARD.
U. S. SHIPPING BOARD AND EMERGENCY FLEET CORPORATION.
U. S FOOD ADMINISTRATION.
U. S. FUEL ADMINISTRATION.
WAR TRADE BOARD.
NATIONAL ADVISORY COMMISSION FOR AERONAUTICS.
AIRCRAFT BOARD;
ALIEN PROPERTY CUSTODIAN.
WAR FINANCE CORPORATION.

AMERICAN NATIONAL RED CROSS

MISCELLANEOUS
INTERNATIONAL JOINT COMMISSION.
COM'SN ON WATERS OF RIO GRANDE.
INTERNATIONAL BOUNDARY COMMISSION.
INTERNATIONAL HIGH COMMISSION.
U. S. GEOGRAPHIC BOARDS.
COMMISSION OF FINE ARTS.
ARLINGTON MEMORIAL AMPHITHEATER.
NATIONAL HOMES VOLUNTEER SOLDIERS.
SOLDIERS' HOME - REGULAR ARMY.
B'D OF ROAD COMMISSIONERS, ALASKA
COM'SN NAVY YARDS AND STATIONS.
BOARD OF INDIAN COMMISSIONERS.

THE DISTRICT OF COLUMBIA

COMPILED BY W. L. SWANTON U. S. RECLAMATION SERVICE, JUNE 1918.
DRAWN BY P. A. ROSENDORN

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DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION
Division of Educational Extension

NATIONAL LIBRARY SERVICE

BULLETIN No. 6

Washington
Government Printing Office
1919

To the Librarians of the United States:

As a result of the war, the Treasury has been brought into closer touch with the people of the country than ever before in our history. To-day Liberty Bonds, Victory Notes, or War Savings Stamps—one or all—are in every home. More than 20,000,000 citizens have become investors in the securities of their Government. These investments, of great assistance to the Nation in its period of trial and of great value to the holders, are serving to bring the people of the country and their Treasury into more intimate relationship and fuller understanding.

This relationship has been further enhanced and increased by other activities of the Treasury of very great importance to the public welfare. The Treasury has become familiar to the people as the great collector of taxes to help pay the war bills. In performing this function it has been the aim of the department to be as helpful as possible to the tax-paying public in rendering returns and in facilitating understanding of the revenue laws. Then, again, our soldiers and sailors and their dependents have been drawn into close touch with the Treasury through the Bureau of War Risk Insurance, through which payments of allotments and allowances, compensation and insurance are made to them. The Federal Farm Loan Bureau serves the farmer with long-term loans; the Public Health Service protects and promotes the health of the people of the entire Nation. The functions of these two last-named bureaus, like virtually all other bureaus of the Treasury, have been accentuated in importance to the people during the war.

The great growth of the Treasury and its new individual relationship with so many millions of our citizens lead me to believe that there is an increased desire on the part of the public to know more of the operations and character of this great institution of their Government. The department welcomes an opportunity of closer relations with the librarians of the country, and through them with the public.

Carter Glass.

Secretary of the Treasury.

June, 1919.

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THE PATRIOTISM OF PEACE.

"A world is to be rebuilt! Should we timidly pause and debate as to who should rebuild it? Not for an hour—the enterprise should be started right away. * * * It should spread in healthy progression, to the uttermost parts of the land. The American people should supplement the patriotism of war by the patriotism of peace. * * *"

These inspiring words of the Hon. Carter Glass, Secretary of the Treasury, were addressed to the Pittsburgh Chamber of Commerce. They apply to all Americans. The Secretary's words rang true when he said "to-day it takes a higher type of patriotism to serve the Nation than was required in the delirium of war."

Long after the guns have stopped firing the war work of the United States Treasury must go on, *in addition* to the great burden of repairing and rebuilding the structure of peace-time industry and prosperity, until the last war obligation is met and every commitment of the Government is honorably discharged.

The librarians of America, who have by their own efforts brought library service to a very high standard, will want to carry over into the times of peace that sense of unity and of cooperating effort which all Americans had during the war, to the inestimable benefit of the country. The great possibilities of libraries as agents for the social and educational upbuilding of the Nation are almost limitless. They can put before the public information and ideas to be utilized in molding the new era.

There is great need of some link between the work of the Federal departments and the citizen. To use the public libraries in each locality in this connection will produce a cooperative movement of such unity and strength as would take a long time to organize on an individual basis.

Librarians are eminently fitted to be the message-bearers of the Government—they have the opportunity of reaching at least 50,000,000 people with authentic, current information which the Government wishes to place before the citizens of the United States and they are able to open up channels of publicity which insure a closer touch with Government activities and perhaps a better understanding on the part of the general public of the energies that are engaged and the aims that are sought. There was never a time when educational work was more needed than now. There was never a time more ripe for the

wide dissemination of information bearing upon the many constructive problems with which we are confronted. *A world is to be rebuilt.*

Every citizen feels the burden of taxation in a personal way. In this bulletin we are giving you the story of the work being done by the various bureaus in the Department of the Treasury. The dissemination of this information will, in some measure, help the people to understand why this taxation is necessary, and how the citizens are in honor bound to bear their proportionate share of the Government obligations.

From Alexander Hamilton to Carter Glass, each Secretary of the Treasury has striven by his financial policy to protect the integrity of the Nation and to insure its prosperity. Behind the integrity of the Nation is the integrity of the citizen, high or low, rich or poor, wise or ignorant.

The library can help every child pondering over the tax on his ice-cream soda, and every man and woman struggling with the intricacies of the income tax regulations to an understanding of why the Government needs these personal contributions from even the children by putting in the Government information corner, as suggested in our last bulletin, the publications of the bureaus and divisions of the Treasury Department, and by placing there for reference use some books dealing with this department of the Government.

Volume 2 of The Works of Alexander Hamilton, edited by Henry Cabot Lodge, containing the papers of the first Secretary of the Treasury on "Taxation and finance," "Public credit," the "Revenue system," the "Public debt," and "Loans," gives the best idea of the beginnings of our country as a Nation among the countries of the world. The Financial History of the United States, by David Rich Dewey, Ph. D., professor of economics and statistics at Massachusetts Institute of Technology, is very comprehensive and also contains valuable bibliographies on relative subjects. Forty Years of American Finance (1865–1907), by A. D. Noyes; Public Finance, by Winthrop More Daniels; Financial History, by Bolles; Financial Mobilization for War, a collection of papers prepared for a joint conference of the Western Economic Society and the City Club of Chicago, University of Chicago Press, 1917, are also valuable works. The Bank and the Treasury, by Frederick A. Cleveland, Ph. D., of the School of Commerce, Accounts, and Finance, New York University (1908), contains an analysis of panics, speculation, and other conditions which disturbed our business life before the establishment of the Federal reserve banking system. Price list No. 28, American Finance, giving the Government publications relating to revenue, taxation, banking, etc., may be obtained upon application to the Superintendent of Documents.

Sober thrift and industry on the part of our people, loyalty and vision in our private and national business, backed by the intelligent understanding of all our people, will build the new world we hope for. The libraries are privileged to have a great opportunity to help on the work.

Aside from the money machinery of the Treasury Department, there are certain public-service bureaus under the jurisdiction of the Secretary of the Treasury. Valuable material is available from the Public Health Service, the Savings Division, the Internal Revenue, the Farm Loan Bureau, etc., as mentioned in the body of this bulletin.

An article on "the Federal reserve system" is also included in this bulletin, in order to supplement the account of the fiscal machinery of the Government by an authentic account of the banking system, although the Federal reserve system is an independent establishment of which the Secretary of the Treasury is ex officio chairman.

The Government counts on the librarians to bring this information to the people and to help them to benefit from it. Forward to the new era!

Bulletin-board suggestions for Treasury Day:

While the observance of that good faith, which is the basis of public credit, is recommended by the strongest inducements of political expediency, it is enforced by considerations of still greater authority. There are arguments for it which rest on the immediate principles of moral obligation, and in proportion, as the mind is disposed to contemplate, in the order of Providence, an intimate connection between public virtue and public happiness, will be its repugnancy to a violation of those principles.

This reflection derives additional strength from the nature of the debt of the United States. *It was the price of liberty.* The faith of America has been repeatedly pledged for it, and with solemnities that give peculiar force to the obligation.—*Alexander Hamilton, first Secretary of the Treasury.*

The foremost obligation of which I can think is the duty of every American citizen, of humble station or high, to guard jealously the honor of the Nation; to regard its commitments as his own and willingly to pledge his labor and his substance to a complete payment of the debt.—*Carter Glass, Secretary of the Treasury, 1919.*

THE DEPARTMENT OF THE TREASURY.

The Secretary of the Treasury is charged by law with the management of the national finances. He prepares plans for the improvement of the revenue and for the support of the public credit; superintends the collection of the revenue and directs the forms of keeping and rendering public accounts and of making returns; grants warrants for all moneys drawn from the Treasury in pursuance of appropriations made by law, and for the payment of moneys into the Treasury; and annually submits to Congress estimates of the probable revenues and disbursements of the Government.

He controls the construction and maintenance of public buildings; the coinage and printing of money; the administration of the Coast Guard and the Public Health branches of the public service, and furnishes generally such information as may be required by either branch of Congress on all matters pertaining to the foregoing.

He is ex officio chairman of the Federal Reserve Board; of the Federal Farm Loan Board; and he is president of the Central Executive Council of the International High Commission, and chairman of the United States section of that commission.

Five assistant secretaries have immediate supervision of the operations of the Treasury as follows:

To the assistant secretary in charge of fiscal bureaus is assigned the general supervision of all matters relating to the following bureaus, offices, and divisions: The Federal Farm Loan Board, the Office of the Comptroller of the Currency, the Office of the Treasurer of the United States, the Office of the Director of the Mint, the Office of the Comptroller of the Treasury, the auditors of the several departments, the Register of the Treasury, the Division of Bookkeeping and Warrants, the Division of Loans and Currency, the Division of Public Moneys, the Secret Service Division, the Government Actuary, and the office of the disbursing clerk.

To the Assistant Secretary in charge of customs is assigned the general supervision of the Division of Customs and of all matters pertaining to the customs service.

To the Assistant Secretary in charge of miscellaneous divisions of the Treasury Department is assigned the general supervision of matters relating to the following bureaus and divisions: Bureau of Engraving and Printing, Public Health Service, Supervising Architect, the selection of sites for public buildings, Coast Guard, Appointment Division, Division of Mail and Files, Division of Printing and Stationery, General Supply Committee, Section of Surety Bonds, and all unassigned business of the department.

To the Assistant Secretary in charge of the Bureaus of Internal Revenue and War Risk Insurance is assigned the general supervision of all matters pertaining to those bureaus.

To the Assistant Secretary in charge of Foreign Loans is assigned the supervision of all matters pertaining thereto.

The Department of the Treasury was established by act of the First Congress, passed September 2, 1789, providing for a Secretary of the Treasury and a Comptroller, Auditor, Treasurer, Register, and an assistant to the Secretary of the Treasury.

Especially in the financial organization of the country, the first hundred years of our national growth was largely experimental. The dramatic story of how Alexander Hamilton fought the stubborn opposition of the "states rights" men in the Constitutional Assembly of May, 1787, and won them over to the principle of national credit to be maintained through a Federal bank, is a brilliant chapter in our national history, well told in the little book, Alexander Hamilton, the Constructive Statesman, by Henry Boutell Lewis. Alexander Hamilton's plan was finally adopted, practically as offered, in the legislation enacted at the third session of the First Congress, when the shaping of a national bank as part of the Government machinery was begun. Hamilton's letter of February 23, 1791, to President Washington in reply to the objections advanced by other

members of the Cabinet that the national bank was unconstitutional, is a classic in fundamental economics.

Until 1840, the national-bank plan was a political issue in every campaign. The act of Congress of June 3, 1864, provided for banking facilities under Federal supervision to fit the need of communities of different sizes. Under the national-banking law, national bank notes are secured by deposits of Government bonds.

The national-banking system was a great help to the commercial development of the country, but, in a few years, it was found that a more scientific banking system and more elastic currency system were necessary.

December 23, 1913, the Federal Reserve Act was approved. By this act the Federal Reserve Board of seven members, of which the Secretary of the Treasury and the Comptroller of the Currency are ex officio members, was created and a system of twelve Federal reserve districts was established. All national banks must be members of the Federal reserve banking system and qualified State banks and trust companies may also be admitted.

Seasonal and local banking situations are easily handled under the Federal reserve system, elasticitv in note issues being provided by a new form of currency, the Federal reserve notes, based on the rediscount of commercial paper and protected by an adequate gold reserve. These notes are automatically retired when the demands for which they were issued are satisfied.

The Government Mint for the coinage of gold and silver was established under the act of Congress, April 2, 1792. The Bureau of Engraving and Printing, for the manufacture of paper currency, Government securities, etc., was established under act of Congress of July 11, 1862.

Other phases of the management of Government assigned to the Treasury Department were added from time to time by acts of Congress, and various changes have been made in the laws relating to customs and internal revenue, the issue of Government securities, and the general plan of financing the Government.

THE CUSTOMS.

The original purpose of the customs was to provide revenue for the Government and to prevent smugglers from cheating the Government of its lawful due. The tariff laws have been the subject of constant revision since the year 1789, when the First Congress enacted the first tariff law, down to the most recent act of October 3, 1913.

The interpretation and enforcement of the tariff laws is under the immediate administrative supervision of the Assistant Secretary of the Treasury in charge of customs. Regulations are printed setting forth the procedure for the enforcement of the law. In case of dissatisfaction with the duty laid by a customs official, the importer may protest within thirty days to the United States Board of General Appraisers for a decision and either the department or the importer may appeal to the Customs Court of Appeals, whose decision is final.

Besides the collection of the revenue, customs officers perform other duties. They have charge of the admeasurement and documenting of vessels and the recording of bills of sale, mortgage, an-

other documents affecting the title to vessels. They enter and grant clearance to all vessels in the foreign trade and to those in the coastwise trade required by the navigation laws to enter and clear upon arrival and departure. They compile the statistics of imports and of exports and of shipments between the United States and its insular possessions and also prepare the statistics of traffic on the Great Lakes.

The customs officers act for the Department of Commerce in the enforcement of the motor boat and navigation laws, the collection of all navigation fees, fines, and penalties, and the accounting for the same to the Department of Commerce, for which department, the customs officers also act as shipping commissioners at all ports for which no shipping commissioner has been appointed. For the Department of Labor they collect, refund and account for the head tax of immigrants and immigration fines. They enforce the statutes relating to the examination of imported teas in respect of their purity, quality and fitness for consumption, and assist the Department of Agriculture in the enforcement of the food and drugs act and the meat inspection laws. They also act as disbursing officers for the Coast Guard Service and as custodians of public buildings.

War emergencies transformed the customs service from one primarily concerned in collecting the revenue to one for the control of shipping and seamen, with the assistance of the Coast Guard and the Navy.

A plan was evolved at a conference of representatives of the various departments interested in the control and anchorage and movements of vessels and the supervision and control of seamen and travelers while in the territorial waters of the United States, for the enforcement of various statutes and Executive orders, including the "espionage act" and the "trading with the enemy act," relating to the control and supervision of vessels and their cargoes and the seamen and travelers on them, and the customs division of the Treasury Department was chosen to act as a clearing house on those questions which might arise from overlapping or conflicting jurisdiction. Detailed instructions were issued to the customs officers on the Atlantic, Pacific and Gulf coasts outlining the procedure to be followed, which covered the following points: (1) the guarding of vessels arriving from and departing to foreign parts; (2) the search of vessels for prohibited articles and communications; (3) precautions to be taken to prevent illegal exportations of gold and currency; (4) the examination of outgoing passengers and baggage; (5) the visé of passports; (6) the issuance of certificates of citizenship and identification cards to seamen; (7) the censorship of communications brought into or carried out of the United States otherwise than in the regular course of the mails.

On account of the licensing of imports and exports by the War Trade Board, declarations for both imports and exports had to be checked by the customs officers, the total value of merchandise passing through their hands being, in the fiscal year ending June 30, 1916, $8,874,360,316, as against the total value of imports checked in the fiscal year ending June 30, 1914, amounting to $1,893,925,657, about four times as great a value, no examination of exports being necessary at that time.

The statistical work relating to exports and imports was reorganized in 1916 and by July, 1918, current reports were being sent every ten days to the Department of Commerce, to the Shipping Board, and to the War Trade Board, all the statistics of imports and exports for the entire country being compiled by a force of eighty-six employees of the Customs Statistical Bureau at New York.

The following publications are issued by the Customs Service:

The Treasury Decisions are issued weekly in pamphlet form, and contain the regulations and decisions in regard to customs laws and procedure. They are obtainable by subscription, $1.75 yearly, from the Superintendent of Documents.

Reappraisements of Merchandise, issued weekly, obtainable from the Superintendent of Documents; 5 cents the copy, 60 cents yearly.

THE BUREAU OF INTERNAL REVENUE.

In 1917 the whole plan of collecting internal revenue was changed to meet the war emergency. Previously, the chief sources of internal revenue were the excise taxes on distilled and fermented liquors, and tobacco, with which we have long been familiar as the background for romantic tales of adventure, courage, and danger, laid among the hardy inhabitants of the mountains.

The war revenue act of October 3, 1917, provided for lower exemptions and increased rates of tax on individual and corporation incomes, an excess-profits tax, an estate tax, and various excise and special taxes. This meant the collection of a personal income tax from a large portion of our earning population. In addition, war taxes to be collected by the Internal Revenue Service were imposed on railroad tickets, freight bills of lading, telephone and telegraph messages, and other public utilities, insurance policies, dues, admissions, and all sorts of personal conveniences and trades. Under the "special tax" section, taxes were levied on many kinds of business such as pawnbrokers, shooting galleries, and theaters, and upon business papers, bonds, shares of stock, etc. The American spirit of "pay-as-you-go," as far as possible, in preference to a burdensome mortgage on future prosperity made it possible for the United States to raise vast sums of money by direct taxes, and it is greatly to the credit of our people that the collections from internal revenue for the fiscal year 1918 exceeded the estimate set by nearly $300,000,000, the estimate being $3,400,000,000 and the amount actually collected being $3,694,619,638.72.

It is invariably the policy of the Internal Revenue Bureau to endeavor to be fair and equitable in administering the law, thereby gaining the confidence and cooperation of taxpayers in the collection of war funds. Business men, accountants, lawyers, and technical men in all lines of business have given and are giving their services as advisers in the collection of the income and excess profits taxes. The revenue act of 1918, approved February 24, 1919, effected revisions in the law of 1917 in administrative procedure, extended the list of taxable articles, and increased the rates generally of those in the 1917 law.

Title XII of this new law levies an additional tax, in addition to all other taxes, of 10 per cent of the net profits derived by employ- of child labor under certain conditions.

The collection of all these different taxes involves the exercise of certain police powers by the revenue officers. It is to them we owe the firm control of the sale of distilled spirits, narcotics, and drugs, and the suppression of the illicit traffic in these commodities, as well as the protection of children under the section of the law mentioned above.

A comparison of the number of employees in the Internal Revenue Service in 1916 and in 1918, and the total collections and expenditures of the Internal Revenue for those years is the most vivid presentation of the tremendous increase of direct taxation made necessary by the war, and the additional burden placed on the Internal Revenue Service in making the collections:

Total number of employees in Washington and in the field service May 15, 1919	13,807
Total number of employees in Washington and in the field service June 30, 1916	4,738
Total collections of the bureau for the fiscal year 1916	$512,723,287.77
Total collections of the bureau for the fiscal year 1918	3,694,619,638.72
Total expenditures for the fiscal year 1916	7,242,501.09
Total expenditures for the fiscal year 1918	12,003,214.07
Collections from income tax for the fiscal year 1916	124,916,315.51
Collections from income and excess profits taxes for the fiscal year 1918	2,838,999,894.28

Clear and concise answers to questions relating to the application of the income-tax law of 1918 are given in the Income Tax Primer, of which two editions have been printed, one for the special use of business and professional people and the other to fit the needs of farmers. Copies may be obtained on application to the Commissioner of Internal Revenue, Washington, D. C.

Copies of the income-tax law and of the regulations covering various phases of its application may also be obtained from the Commissioner on application. The following regulations are now available for distribution:

37—Regulations Relating to Estate Tax.

41—Part 1, Regulations Relating to Tax on Admissions.

42—Part 2. Regulations Relating to the Tax on Dues (Sec. 502, 801, 802, 1308, 1309, 1310 (*a*), 1316 (*a*), 1317).

45—Regulations Relating to the Income Tax and War Profits and Excess Profits Tax.

46—Regulations Relating to Tax on Employment of Child Labor (Secs. 1200–1207 inclusive).

47—Regulations Relating to Excise Taxes on Sales by the Manufacturer (Sec. 900).

48—Regulations Relating to Excise Taxes on Works of Art and Jewelry (Secs. 902 and 905).

49—Regulations Relating to Collection of Tax on Transportation and Other Facilities (Secs. 500, 501, and 502).

50—Regulations Relating to Capital Stock Tax (Sec. 1000).

51—Regulations Relating to Excise Taxes on Toilet and Medicinal Articles (Sec. 907).

52—Regulations Relating to Tax on Soft Drinks and Other Beverages Bottled (Secs. 620 and 629).

53—Regulations Relating to Tax on Soft Drinks, Ice Cream, and Similar Articles of Food and Drink (Sec. 630).

54—Regulations Relating to Excise Taxes on Sales by the Dealer, Wearing Apparel, etc. (Sec. 904).

55—Regulations Relating to Stamp Taxes (Secs. 1100–1107 inclusive).

FISCAL BUREAUS.

THE SIX AUDITORS FOR THE GOVERNMENT.

All Government accounts, payable or receivable, and all claims relating to public money, must be audited. Appeal may be made to the Comptroller of the Treasury for revision of settlements made by the auditors.

The First Auditor receives and settles all accounts of the Treasury Department.

The Second Auditor receives and settles all accounts and claims of the War Department.

The Third, the Interior Department.

The Fourth, the Navy Department.

The Fifth, the White House; the two Houses of Congress; the Supreme Court; the Department of State, including the expenses of the diplomatic and consular service; Justice, covering expenses of United States courts; Agriculture, including its field service; Commerce; Labor; also the accounts of the following governmental establishments: Government Printing Office; Interstate Commerce Commission; Smithsonian Institution and National Museum; District of Columbia; Civil Service Commission; the Federal Reserve Board; the Federal Trade Commission; United States Shipping Board; Food and Fuel Administrations; Council of National Defense; Federal Board for Vocational Education; National Advisory Committee for Aeronautics; Eight-Hour Commission; United States Tariff Commission; United States Employees' Compensation Commission; War Trade Board; and Alien Property Custodian; and all boards, commissions, and establishments of the Government not under the administration of any executive department.

The Sixth, the Post Office Department.

THE COMPTROLLER OF THE CURRENCY.

The organization and supervision of our national banks, the resources of which were in March, 1919, $20,017,760,000; the appointment, with the approval of the Secretary of the Treasury, of national-bank examiners; the appointment of receivers of national banks; the issue of national bank and of Federal Reserve notes, and the execution of all laws relating to the issue and regulations of the national currency are under the control of the office of the Comptroller of the Currency. The comptroller is also ex officio member of the Federal Reserve Board. By his order the national banks make reports to him not less than five times a year.

Says the 1918 report of the Comptroller of the Currency:

> The financial strain of the past two years would have wrecked and crumbled any financial system not founded on sound economic laws and governed by conservative and established principles of finance; and no system, however, meritorious, could have survived such strain had not its component parts been operated and directed by men of character and experience, willing and able to rise to the supreme demands of the hour.

But one national bank in nearly 8,000 failed in the calendar year 1918.

So soundly administered has been the banking business of the United States under the national bank and Federal Reserve acts

that the growth in the assets of the national banks in the last five years has been greater than the increase that took place in the preceding twenty-five years.

In the crisis of 1893 the proportion of liabilities of suspended national banks to the total liabilities of all active national banks in operation during that year was 2.39 per cent. In the crisis of 1907 the proportion was one-half of 1 per cent. But during the unprecedented financial strain from April 1, 1917, to April 1, 1918, the percentage of suspended national bank liabilities was only four-thousandths of 1 per cent. The ratio of liabilities of suspended national banks in the crisis of 1893 to total liabilities of all national banks was 500 times greater than in the year following our entrance into the great war. The reports made by the national banks to the Comptroller of the Currency show that the immunity from failure is steadily increasing.

An earnest effort is being made by the Comptroller of the Currency to impress upon the officers and directors of national banks the necessity of observing strictly the provisions of the national-bank act, and of conforming closely to the rules and regulations prescribed by the office of the Comptroller of the Currency, and of keeping alive a keen sense of the moral and legal responsibility of the officers and directors of national banks for the correct management of the banks. This is done by direct communications from the comptroller's office and by conferences of the bank officers and directors (held at the times of the periodical examinations by national bank examiners).

The increase in net earnings for the twelve months ended July 1, 1918, exceeded by $63,062,000 the net earnings for the twelve months ended July 1, 1914. The increase in net earnings in these four years, despite the abatement of excessive interest rates, the expenses attendant upon the sale of Liberty bonds, and other costs and losses of the war period, has been 42.2 per cent.

The stock of money in the United States increased from $5,408,000,000 on June 30, 1917, to $6,741,000,000 on June 30, 1918, an increase during the year of $1,333,000,000, or 24.65 per cent.

For the date nearest June 30, 1918, for which information is available, coin and other money in national banks and other reporting banks (exclusive of those in the island possessions) aggregated $882,700,000 and cash in Federal Reserve banks amounted to $2,006,200,000. The total amount of cash in all banks in the United States was therefore $2,888,900,000, or 42.86 per cent of the total stock of money. The remaining $2,490,500,000, or 36.94 per cent, was outside of the Treasury and banks and presumably in the pockets of the people. The total amount of money in circulation, exclusive of coin and other money in the Treasury as assets, was $5,379,400,000, or $50.81 per capita. The monthly statement, April 1, 1919, of the Division of Loans and Currency shows that the per capita distribution of money in circulation has increased to $54.56.

COMPTROLLER OF THE TREASURY.

The Comptroller of the Treasury renders the final decision in regard to the payment of claims against the United States. All warrants issued by the Secretary of the Treasury must be countersigned by the Comptroller of the Treasury. There is no appeal from the

decisions of this important officer, but in certain cases suits upon such claims may be maintained in the Court of Claims or district courts.

The heads of departments, when in doubt as to expenditures premissible under their appropriations, or disbursing officers who are doubtful about the payment of claims properly before them for payment, may obtain an advance decision from the Comptroller of the Treasury before making the expenditure about which there is a doubt.

The Auditors for the Treasury, War, Navy, Interior, and Post Office Departments, and the Auditor for the State and Other Departments are bound by the decisions of the Comptroller of the Treasury, and settlements made by the auditors may be revised by him, upon application made within one year, as to an item or items of which payment has not been accepted.

The interpretation by the auditors of the laws relating to the disbursement of the public money is subject to the approval, disapproval, or modification of the Comptroller of the Treasury.

The collection of debts due to the United States, except those arising under the Post Office Department, is under the supervision of the Comptroller of the Treasury.

The responsibility of safeguarding the interests of the United States in money matters, even to countersigning all warrants authorized by the Secretary of the Treasury himself, is placed upon the Comptroller so that every penny paid out of the Treasury of the United States must have his sanction and approval.

The records of decisons are accessible to the public three days after the decision is rendered at the office of the Comptroller of the Treasury.

Publications of the decisions of the Comptroller of the Treasury, including interpretations of the laws relating to the payment of money from the Treasury, are issued yearly, quarterly, and monthly, and they may be obtained from the Superintendent of Documents.

THE DIVISION OF BOOKKEEPING AND WARRANTS.

This division of the Office of the Secretary of the Treasury attends to the issue of warrants for covering into the Treasury the receipts of the Government from customs, internal revenue, sales of public lands, and from miscellaneous sources, and of warrants for payments from the Treasury of claims and accounts settled and certified to the Secretary of the Treasury by the several auditors; and of warrants in amounts covering requisitions made by the executive departments, etc., for appropriation funds to be placed to the credit of disbursing officers and subject to their checks for discharge of Government obligations.

Compiles, for submission by the Secretary of the Treasury to Congress, the annual book of estimates of appropriations, and supplemental and deficiency estimates, including claims and judgments of district courts, and the Court of Claims; also makes compilation of an annual digest of the appropriations made by Congress.

Bookkeeping of receipts, appropriations and disbursements, including advances to disbursing officers and the accounting therefor; also of transactions relating to the public debt and sinking fund.

Prepares reports of receipts and disbursements annually transmitted by the Secretary of the Treasury to Congress and miscellaneous statistical data for Congress and its committees as called for by resolution or otherwise.

Reports to the Court of Claims and the Attorney General on claims against the Government pending in court and acts on applications of attorneys and agents for admission to practice in claims before the Treasury Department.

THE DIVISION OF LOANS AND CURRENCY.

The Division of Loans and Currency of the Office of the Secretary of the Treasury is principally concerned with the public debt issues and the currency of the United States. In this office details of all public-debt issues are conducted, including original issues of United States bonds, notes, and certificates of indebtedness, and any subsequent transactions therein which may involve exchanges, transfers, and conversions. Interest on registered bonds is paid by the Secretary of the Treasury by checks drawn in this division.

As regards United States currency, this division has charge of the paper mill where the distinctive paper is manufactured, and subsequently has custody of such distinctive paper and of all other paper used by the Bureau of Engraving and Printing in the preparation of any kind of securities issued by the United States. After the United States paper currency is unfit for further circulation, it is redeemed by the Treasurer either at Washington or through one of the subtreasuries. All such unfit currency is received by the Division of Loans and Currency for examination and destruction.

The following publications of the Division of Loans and Currency may be obtained from the Superintendent of Documents: Information Respecting United States Bonds, Paper Currency and Coin, Production of Precious Metals, etc.; A Compilation of the Principal Laws of the United States in Relation to Loans and Currency; Regulations of the Treasury Department in Relation to United States Bonds. The Monthly Statement of Circulation may be obtained upon application to the division.

DIVISION OF PUBLIC MONEYS.

The duties assigned to the Division of Public Moneys of the Secretary's Office are as follows:

The supervision of the several Independent Treasury offices (Assistant Treasurers of the United States), the designation of national banks and other United States depositaries and the obtaining from them of proper securities.

The keeping of a general account of receipts into the Treasury, the classification of such receipts and the preparation of lists thereof on which to issue warrants covering their amounts into the Treasury.

The direction of all public officers, except postmasters, as to the deposit of the public moneys collected by them.

The issue and enforcement of regulations governing Assistant Treasurers and national-bank depositaries and public disbursing officers in the safekeeping and disbursement of public moneys intrusted to them.

The supervision of the business pertaining to "outstanding liabilities," the issue and payment of duplicate checks, the transportation of public moneys and securities, and expenses thereof, and the expenses of Subtreasury offices.

The care and final disposition of moneys deposited to the credit of the Secretary in special deposit accounts.

The direction for special transfers of public moneys and generally matters pertaining to the foregoing.

THE SECRET SERVICE DIVISION.

This division is the part of the Office of the Secretary of the Treasury having charge of the suppression of counterfeiting and the guarding of the person of the President.

In addition, cases relating to stolen and forged Government checks, thefts of Government property, and violations of the laws relating to the Treasury Department are investigated by the Secret Service.

In war time the Secret Service was useful in uncovering violations of the regulations of the Food Administration, and of the export regulations of the War Trade Board, under the trading with the enemy act, etc.

No publications are issued by the Secret Service Division.

THE FEDERAL FARM LOAN BUREAU.

Whether it is the farmer's wife who drops in at the library on market day; or your fellow townsman who is looking for a good investment for his savings; or just an inquiry about the high cost of living there is information of interest for them in the literature issued by the Federal Farm Loan Bureau, which is a part of the United States Treasury Department.

For the farmer the Federal Farm Loan Bureau means an opportunity for easy, long-time credit through the National Farm Loan Association and the Federal Land Bank System; for the small investor it means a chance to buy farm loan bonds bearing 4½ or 5 per cent backed by the collateral of his own locality; for the modest inquirer about the high cost of living, it shows what the Government is doing to aid the food producers and, through making them prosperous, to lower the price of food all over the country, and so to balance the proportion between the nonfood-producing industrial workers and the food-producing farming class. A study of the facts gathered by the Federal Farm Loan Bureau in readable, chatty pamphlets shows how the work of each class is necessary to the prosperity of all, and incidentally how intimately connected with daily living a branch of the Government may be.

From the time the Farm Loan Bureau was established, August 7, 1916, to the granting of the first loan in May, 1917, was a period of honest, common-sense investigation into the financial needs of the farmer, through some fifty-three conferences in forty-four different States. Local business men, bankers, and farmers got together and threshed out what needed to be done with members of the Federal Farm Loan Board appointed by the President, with the approval of the Senate. The Secretary of the Treasury is ex-officio member and

chairman; the other four members are Hon. George W. Norris, the farm loan commissioner; Hon. Charles E. Lobdell; Hon. W. S. A. Smith; and Hon. Herbert Quick. It is a bipartisan board, whose first members serve for two, four, six, and eight years, respectively, and after their terms expire the next appointees will serve for eight years. These men traveled some 20,000 miles and talked over the farmer's financial problems right on the ground in every section of the United States. They found that the farmer needs easy, long-time credit to help him put farming on a comfortable paying basis, and they worked out a practical way to give it to him.

The country was divided into twelve big agricultural districts as a result of the information collected, taking all phases into consideration. A Federal land bank was established in each district. A land-bank registrar, appraisers, and bank examiners were appointed for each district by the Farm Loan Board. Each land bank had an initial capital of $750,000 and for thirty days the subscription books were open at $5 a share. After that, the United States Government subscribed the balance of the capital stock. Pamphlets and other literature were prepared to explain the plan to both investors and borrowers.

The Federal land banks loan up to 50 per cent of the appraised value of farm land being worked by the owner, or under his personal supervision, and up to 20 per cent on buildings, improvements, and equipment, on first mortgages, for the purpose of purchasing land for agricultural purposes; for purchasing equipment, fertilizers, stock necessary and reasonable for the efficient operation of the farm; to provide buildings for the efficient operation of the farm; to provide buildings and improvements on farm lands; to liquidate the indebtedness of the owner of the land mortgaged, existing at the time of the organization of the first national farm loan association in the county where the mortgaged land is situated, or for indebtedness subsequently incurred for purposes mentioned above.

The land banks issue bonds in denominations of $25, $50, $100, $500, and $1,000 on approval of the Federal Farm Loan Board.

As a rule the farmers themselves are the best judges of the value of farm property, and therefore a provision was made whereby groups of cooperative borrowers, called national farm loan associations, were formed and membership in one of these associations is a requirement for obtaining a loan from the Federal land bank. Ten farmer borrowers are necessary to form a national farm loan association, each farmer buying stock of the association to the amount of 5 per cent of the loan he requires, which may be any amount from $100 to $10,000, the maximum loan permissible under the act. The aggregate of loans desired must be at least $20,000. The borrower is entitled to dividends on his association stock and receives back the sum invested in the association when the amount he borrows is paid up, thus automatically terminating his membership. The associations invest what they receive from the sale of their stock in the purchase of stock of the Federal land bank of their district. Loans are recommended to the land bank by the national farm loan association subject to the appraisement of the land bank appraiser and review by the executive committee of the bank. The loan association guarantees the loans made to its members, and each member is responsible individually for his proportionate interest in the association.

In localities where national farm loan associations are not likely to be formed, the board has authority to permit Federal land banks to make loans to individual farmers through agents. The latter must be an incorporated bank, trust or mortgage company, or savings bank chartered by the State in which it has its principal office. Loans made in this manner are subject to the same conditions and restrictions as if made through national farm loan associations. Every agent has to indorse its loans and become liable for their payment or for defaults of the mortgagor. The amount of farm mortgage loans made can not exceed ten times an agent's capital and surplus. There have been eight agents authorized which are making loans, all of them in the seventh Federal land bank district.

The black shadow of the old back-breaking mortgage, which might be foreclosed at any time, is removed by the Federal farm loan system. Loans from the land banks are granted for a time period fixed by the borrower, and may run from five to forty years, fixed annual or semiannual payments being made which cover the interest and a percentage to be applied for the reduction of the principal, technically called amortization, automatically wiping out the mortgage. Additional payments of $25, or multiples of $25, may be made on any regular installment date after five years to reduce the debt in less than the agreed time, if desired. Already the Federal farm loan plan has done much to stabilize interest rates on farm loans, the Government rate being fixed at 5½ per cent. Private banks under supervision of the Federal Farm Loan Board have also been established for farm loan business, charging 6 per cent.

In the extending of relief to farmers in drouth stricken areas by the Treasury Department and the Department of Agriculture, the Federal land banks were designated as financial agents of the Government for handling the sum of $5,000,000 set aside for this purpose.

Since May, 1917, the Federal Farm Loan Board has approved loans amounting to about $212,000,000 at 5½ per cent for the benefit of over 84,000 borrowers, actual farmers. In addition there are nine joint-stock loan banks which have placed farm loans amounting to over $25,000,000 at 6 per cent. There are in operation about 3,600 national farm loan associations of cooperative farmer borrowers. The capital of the twelve Federal land banks now amounts to over $19,000,000. The land banks are now loaning money to farmer borrowers at the rate of from ten to twelve million dollars a month.

In view of the fact that the total of farm loans in the United States is estimated at $4,000,000,000, the Federal Farm Loan Board has already made great strides toward furnishing reasonable credit for farmers, and has saved an appreciable sum in interest money, which, in itself, helps bring down the cost of living for all of us.

This outline indicates in a general way that the Federal farm loan system is unique in the history of farm mortgage credit. Its benefits are manifold and extend to the borrower, lender, investor, merchant, the country banker. To sum up—

When farmers borrow, they procure long-time loans at 5½ per cent interest with an easy method of repayment.

The Federal and joint-stock land banks as money lenders receive a gross income of about 1 per cent on all their loans in the difference between their loaning rate and the rate that they pay on their bond

Investors secure a gilt-edge, tax-exempt security for their money which pays them about 4½ or 5 per cent interest. The issue of bonds as security is under strict government supervision and this function on the part of the Government inspires confidence on the part of the investing public.

Because farmers may borrow to procure farm implements and farm supplies, having cash to pay for them, country merchants have a quicker cash turnover than formerly and benefit accordingly.

Lastly, where farmers and merchants are rendered more prosperous because of this method of making loans, they will have more money to deposit with their country banks. In these ways, the benefits of the Federal farm loan system are quite generally distributed.

Free circulars of information may be procured of the Federal Farm Loan Bureau, Washington, D. C.

THE DIRECTOR OF THE MINT.

The interesting business of manufacturing our money is taken care of by the Director of the Mint. Under his general supervision the United States mints and assay offices are operated. Besides keeping in touch with the business details through daily reports, the Director of the Mint directs the coinage to be executed and has charge of the eight assay offices distributed throughout the country where gold and silver bullions are received, melted, and tested, and forwarded to the mints to be used in coinage. His yearly report shows the entire production of precious metals in the United States and the world. On his authority the quarterly estimate of the value of the standard coins of foreign countries is published for the use of customhouses and other public purposes.

Gold and silver are not found native in a state of purity, but very often they are mixed together in the ore, or they are found together with copper and other metals. The increase in the production of gold is not so much due to the opening of new mining fields as to the improvements in the methods of separating the metals in the refineries. Gold and silver leave the refinery in the form of bullion made up into bars of standard weight, size, and fineness, ready for use in the industrial arts or for coinage.

At the assay office bullion is tested for fineness. Ore is also tested to determine its value and the best means for refining it. The increase of business at the assay offices in the mining regions is proof of the public service rendered by the making of assays at a low cost.

At the mint the bars of metal are flattened to required and uniform thickness, and as "planchets" proceed to the next process where the disks ready for milling are cut out. The scraps are melted down and used again, much as the housewife treats her "cookie dough". The blanks are then pressed in the dies, which are engraved with marvelous skill, and the metal appears finally as coin.

Because of the extra demand for "small change" for war taxes, etc., during 1918 the three coinage mints at Philadelphia, San Francisco, and Denver were kept running at full capacity, 16 and 24 hours a day. 714,000,000 pieces of United States coin were minted, and in addition, 33,000,000 pieces were coined for foreign Governments.

When it became necessary to ship silver bullion to help our allies in the war the melting furnaces at the mints reduced to bullion bars over 260,000,000 American silver dollars.

For the first time platinum deposits were treated at the New York assay office for manufactures in connection with war work. The assay and refining of platinum were a special feature at the New York assay office for which special furnaces were designed, and an original system of treating the platinum group of meals was evolved.

The annual report of the Director of the Mint contains much interesting information; it is free on application to the Director of the Mint.

The quarterly circular, "Value of Foreign Coins," is distributed free through the Director of the Mint.

The following publications are on sale by the Superintendent of Documents: Catalogue of Coins, Tokens and Medals in the Numismatic Collection of the United States Mint at Philadelphia, $1; Guide to the Numismatic Collection of the United States Mint at Philadelphia, 10 cents; the Monetary Systems of the Principal Countries of the World.

THE REGISTER OF THE TREASURY.

The Register of the Treasury signs all bonds of the United States, the bonds of the District of Columbia, the Philippine Islands, the city of Manila, the city of Cebu, and the Porto Rican gold loans, and keeps records showing the daily outstanding balances thereof. He certifies to the Treasurer of the United States, the Auditor for the Treasury, and the Loans and Currency Division, Secretary's Office, the interest due on United States loans at interest periods. He examines and approves for credit in the public debt account the Treasurer's monthly report of paid interest coupons, redeemed and purchased securities; certifies to and transmits such accounts to the Auditor for the Treasury. He examines, assorts, and records all such canceled securities, and keeps records of the outstanding principal and interest of the bonded indebtedness of the Government.

THE TREASURER OF THE UNITED STATES.

The Treasurer of the United States is charged with the receipt and disbursement of all public moneys that may be deposited in the Treasury at Washington and in the subtreasuries; is redemption agent for national-bank notes, Federal reserve bank notes and Federal reserve notes; is trustee for bonds held to secure national-bank circulation and public deposits in national banks, and bonds held to secure postal savings in banks; is custodian of miscellaneous trust funds; is fiscal agent for paying interest on the public debt and for paying the land-purchase bonds of the Philippine Islands, principal and interest; is treasurer of the board of trustees of the postal savings system; and is ex officio commissioner of the sinking fund of the District of Columbia.

The functions of the Office of the Treasurer are administered by the Treasurer, Assistant Treasurer, Deputy Assistant Treasurer, and Chief Clerk.

The cashier has custody of the active and reserve cash and trust funds, directs the shipment of currency in exchange for unfit money redeemed and makes payment of Government obligations and credits on account of revenue, transfer of funds, etc.

The Division of Accounting clears all checks and warrants drawn by disbursing officers of the United States, and keeps the depository accounts of disbursing officers; prepares statements of checks paid, and proves and furnishes the figures for the accounts of depository banks, Federal Reserve and Treasury offices, and furnishes proved figures for the daily statement of the United States Treasury and the financial statement of the United States Government.

Under the Division of General Accounts there are three sections: The warrant section, which keeps account of warrants issued by the Secretary of the Treasury, by classes, the dates of payment of same and the account of revenue and repay warrants covering the revenues into the Treasury; the bookkeeping section, which receives the daily reports of revenues received and payments made by 791 active depositary banks, 12 Federal reserve banks, 9 subtreasuries, the Treasurer of the United States, and 10 mints and assay offices; the miscellaneous section, which has supervision of correspondence, charge of telegraphic transfers of funds to banks and others from subtreasuries and Federal reserve banks, collection of interest on public deposits held by depositary banks and the rendition to the Auditor of the Quarterly Account of Receipts and Expenditures of Warrants by the Treasurer of the United States.

The Division of Securities has custody of all bonds to secure circulation, Government deposits, and postal savings funds, and also handles all payments made on account of the public debt, as well as having in custody various other special deposits and trust funds and handling the accounts of securities held to cover postal savings funds.

The Division of Redemption receives from banks and individuals soiled and mutilated notes of United States currency, counting and assorting same and making returns in new notes or giving credit as required, laundering such notes as can be made fit for renewed circulation, and preparing the remainder for recount and finally for destruction.

The Division of Issue has charge of the examination and proving by count of completed paper currency delivered to the Treasurer of the United States by the Bureau of Engraving and Printing. The currency is delivered in straps of 100 notes each. After proven, it is pressed into packages of 4,000 notes each, wrapped, sealed with three Treasury seals, and labeled with the denomination of the currency and the amount. Daily deliveries are made to the Cash Division of the Treasurer's office.

The National Bank Redemption Agency is also a division in the Office of the Treasurer of the United States. All national-bank notes and Federal reserve currency sent to the Treasury for redemption are handled by this division.

The Sinking Fund Office of the District of Columbia, of which the Treasury of the United States is ex officio Commissioner, has charge of all matters relating to the sinking fund and funded debt of the District of Columbia.

The publications issued by the Office of the Treasurer:

1. Annual Report of the Treasurer of the United States.
2. Annual Report of the Treasurer of the United States on the Funded Debt and Sinking Fund of the District of Columbia.
3. Monthly Statement—Paper Currency of Each Denomination Outstanding.

Information circulars have been printed concerning "Issue, Exchange, and Redemption of Money;" and the "Purchase of Uncurrent Gold and Silver Coins and the Redemption and Purchase of Minor Coins."

A series of memoranda have also been issued—

1. As to gold coins of $3 and under.
2. Legal tender and nonlegal tender and qualities of coin and paper currency.
3. Trade dollars not exchangeable.
4. As to State banks.
5. As to Continental currency.
6. As to premium on currency.
7. Mint marks.

FOREIGN LOANS.

By acts of Congress of April 24, 1917, September 24, 1917, April 4, 1918, and July 9, 1918, known, respectively, as the first, second, third, and fourth Liberty bond acts, authority was vested in the Secretary of the Treasury on behalf of the United States, with the approval of the President, for the purpose of more effectively providing for the national security and defense and for prosecuting the war, to establish credits in favor of foreign Governments engaged in war with the enemies of the United States, and, to the extent of the credits so established, from time to time to purchase at par from such foreign Governments, respectively, their several obligations. A total appropriation of $10,000,000,000 was provided for this purpose.

Credits have been established in favor of the Governments of Belgium, Cuba, Czecho-Slovak Republic, France, Great Britain, Greece, Italy, Liberia, Roumania, Russia, and Serbia.

The currencies needed in France, Great Britain, and Italy for our war expenditures in those countries have been provided by the respective foreign Governments under arrangements whereby the dollar equivalents of the amounts so provided have been made available to the respective foreign Governments for use to meet their war expenditures in the United States, and thus the needs of these Governments for advances from the United States have been reduced by a corresponding amount.

Demand certificates of indebtedness signed by the duly authorized representatives of the respective Governments are now held for all outstanding advances and substantially now all bear interest at the rate of 5 per cent per annum. This rate has been fixed upon consideration of the rate of interest paid by the United States on Liberty bonds and certificates of indebtedness and of the loss of revenue resulting from the tax exemptions accorded to those issues and other incidental expenses.

On November 15, after the little more than 18½ months of active participation in the war, the total credits established in favor of foreign countries were $8,171,976,666. Credits established since the armistice brought the total as of May 8, 1919, to $9,288,829,124.27.

The victory Liberty loan act of March 3, 1919, provided that until the expiration of 18 months after the termination of the war as fixed by the proclamation of the President, the Secretary of the Treasury with the approval of the President may, in addition to the credits authorized by the second Liberty bond act, as amended, establish credits with the United States for any foreign Government on March 3, 1919, engaged in war with the enemies of the United States, for the purpose only of providing for purchases of any property owned directly or indirectly by the United States, which is not needed by the United States, or of any wheat, the price of which has been or may be guaranteed by the United States. To the extent of the credits so established from time to time, the Secretary of the Treasury is authorized to make advances to or for the account of any such foreign Government, and to receive at par from such foreign Government for such advances its obligations at not less than 5 per cent interest, maturing not later than October 15, 1938, under terms and conditions prescribed by the Secretary of the Treasury. This act did not increase the appropriation available for loans to foreign Governments, but merely extended the purposes for which such loans might be made out of the balance of the appropriation made in the previous Liberty bond acts.

The Liberty bond acts contain provisions authorizing the Secretary of the Treasury to convert the short-time obligations of foreign Governments held by the United States into long-time obligations at interest rates not less than that borne by the short-time obligations and maturing within the periods provided by the acts.

The Hon. R. C. Leffingwell, Assistant Secretary of the Treasury in charge of fiscal bureaus, in his statement before the Committee on Ways and Means, comments on the obstacles arising out of warfare which interfered with the ordinary procedure of international trade, etc.

"When England began to buy abroad, they found a curious physical barrier set up against the operation. Ordinarily, an adverse balance was settled in gold. There were two factors which interfered with the successful operation of that means of settlement. One was the physical barrier of the risks of the sea. It was no longer possible to ship gold from one country to another at the risk of submarine attack without a cost for the shipment and insurance which was almost prohibitive. The other factor was that the warring countries had so far inflated their currencies and their credit structures that they could not afford to let the gold go. To do so would have involved a risk of internal financial disturbance. There are only three ways of paying for purchases abroad—in goods, in gold, or in credits. I mentioned the situation which interfered with the settlement in gold. The submarine factor, of course, operated to a certain extent to restrict settlements in commodities. But the controlling element which prevented settlements in commodities was the fact that those Governments had to have their whole productive energy devoted to war purposes. They could not allow their people to make luxuries to sell to America in exchange for the wheat and munitions and other things they must have from America because all of their man power must be used in fighting the war and in producing the things needed to help fight the war. Credits only remained. The British Government pursued a course up to the time of our entrance into the war of the utmost bravery in making a settlement in gold where she could. Other governments had not the gold to begin with. All the governments, about the time we entered the war, had reached the point

where their exchange would not stand the strain of further purchases abroad, and they actually would have had to stop fighting if they could not have obtained the things they needed to import with which to fight.

"The credits you permitted the Treasury to establish solved that problem. They also made it possible for America to sell a stupendous quantity of goods and supplies at profitable prices.

MISCELLANEOUS DIVISIONS.

THE COAST GUARD.

The Coast Guard is normally engaged in humanitarian service, such as assisting vessels in distress, life-saving, giving medical aid to fishing fleets on the Grand Banks and in Alaskan waters, enforcing laws and regulations regarding navigation, quarantine, neutrality, customs, and in patrol duty to keep the seas free from derelicts, wrecks, or other floating dangers to ships, including the ice patrol in the North Atlantic, which was instituted after the loss of the *Titanic*. The game and seal of Alaska are also protected by the Coast Guard during the breeding season.

In time of war, by operation of law, the Coast Guard is transferred from the direction of the Treasury Department to the Navy and it is mobilized for active war service in addition to its normal peace-time work.

At New London, Conn., the Coast Guard Academy, founded in 1874, trains cadets for the service on a plan similar to that followed at the Naval Academy at Annapolis. Three months' intensive training was given the extra personnel needed for war service, both on shore and on board a cruising cutter detailed as a training ship. The personnel was raised to a war strength of 229 commissioned officers, 438 warrant officers, and 6,106 enlisted men, the various units reporting to the divisional commanders of the Navy, generally those in which the ships were geographically situated. Six cutters were ordered to the war zone on patrol duty. Coast Guard officers were retained for duty at navy yards and stations, naval aviation stations, and in three sections of the regular Coast Naval Division.

The loss of life was proportionately heavier in the Coast Guard than in any branch of the naval service, as they were active not only in the subarine zone, but also supervised the loading of high explosives at the port of New York, over a thousand men being engaged in this work alone.

Since America entered the war the important system of coastal communication by telephone and submarine cables between the coast stations, so that news of shipwrecks, or the approach of enemies from the sea can be reported in the briefest possible time, along our entire coast lines has been perfected. One station is also maintained at Nome, Alaska. The coastal communication service is invaluable in time of peace as well as in time of war.

For more than 120 years, since Alexander Hamilton, the first Secretary of the Treasury, founded the Revenue Cutter Service, which, with the Life-Saving Service, was combined into the Coast Guard, January 28, 1915, through practical experience and traditions of steady drill, discipline, and training, the present splendid service has been built up. The excessive modesty of brave men is probably responsible for the fact that the Coast Guard issues no publications for

general distribution. Libraries may write to the Commodore Commandant of the Coast Guard at Washington for a small blue book, The Annual Report of the Coast Guard, in which are packed in close statistical formation more true tales of heroism at sea and matter-of-fact devotion to duty than you will find on all the fiction shelves.

Appointments to cadetships are made upon strictly competitive educational examinations, which are open to young men of the prescribed ages (18 to 24) having the necessary moral and physical qualifications. Examinations are held throughout the country from time to time, and the highest averages attained are alone the sureties for cadet appointments. Strict military and comprehensive technical training, covering a course of three years, fit the cadet for his duties as an officer. Original appointment in the Engineer Corps is as cadet engineer, the maximum age limit being 25½ years.

A collection of photographs and transparencies for exhibition purposes may be borrowed from the Coast Guard by special arrangement with the Commodore Commandant of the Coast Guard, Washington, D. C.

BUREAU OF ENGRAVING AND PRINTING.

This bureau is the Government factory for producing its paper money, bonds, revenue, postage and customs, stamps, checks, drafts, and all Government securities printed from engraved plates.

The Director's report for 1918 shows that 150,983,817 sheets of United States notes, bonds, national currency, Federal reserve notes, Federal reserve currency, and certificates of indebtedness were prepared and delivered during the fiscal year, valued at $31,482,991,950. 6,557,617,106 revenue stamps and 5,767,000 customs stamps were made. The United States Post Office Department required 13,200,109,567 postage stamps, the post service of the Philippines 21,710,000 stamps, and 33,518,971 sheets of checks, drafts, certificates, etc., were furnished to United States disbursing officers.

The bureau employs the most expert designers, engravers, plate printers, and other artisans, besides a large force of female operatives counting and examining the printed securities, and printers' assistants who aid the printers in their respective lines, making the product of this bureau very difficult to counterfeit. The work of the engravers is specialized so that each man becomes exceptionally skilled in his particular branch of the art, such as portrait, script, square letter, and ornamental engraving.

Designs for paper money, bonds, etc., are approved by the Secretary of the Treasury, while those for postage stamps are approved by the Postmaster General. The dies are engraved on steel, and by the transfer presses taken up upon rolls, and afterwards these in turn are taken up upon steel plates from which the securities are printed.

The inks used in printing these securities are manufactured by the bureau from colors which are fast to varying degrees of light, and all colors before being made into inks are subjected to fading tests.

The workers in each room are responsible for the securities, stamps, etc., on which they are working. Before closing each day a final count is made, and it is the pride of the bureau that not even a postage

stamp is missing at the end of each day's work which can not be finally accounted for, although none of the employees are bonded.

As too much time would be lost in counting the securities before the lunch hour, the employees do not leave the building during the day. Therefore, in erecting and equipping the new building for the Bureau of Engraving and Printing, opened in the early spring of 1914, the Government strove to furnish the employees with surroundings as comfortable and attractive as possible. It is in every way a model factory building, equipped with a cooperative lunch room, emergency hospital with special wards for men and women, every convenience for the health and well-being of the workers.

From the gallery of the high, airy room where the big presses hum, the writer looked down on the men and women, singing in the sunlight as they printed the new victory bonds. The song was "The Long, Long Trail," to the accompaniment of the undertone of great machines, and in the contentment of the workers one caught a symbolic glimpse of the spirit of labor in the future toward which the world must surely advance.

The annual report of the Director of the Bureau of Engraving and Printing can be obtained on application to the Superintendent of Documents, Government Printing Office.

THE GENERAL SUPPLY COMMITTEE.

This committe was created by act of Congress of June 17, 1910, and is composed of officers from each of the Executive Departments, designated by the head thereof. The Superintendent of Supplies, appointed by the Secretary of the Treasury, is ex officio secretary of the General Supply Committee, and he conducts all correspondence, supervises the preparation of all contracts, and performs such other duties as the Secretary of the Treasury may direct.

The General Supply Committee is required to make an annual schedule of articles needed by the Government offices in the District of Columbia, with the exception of the field service of the Army and Navy, standardizing such supplies and eliminating unnecessary grades and varieties. Manufacturers are invited to bid on the articles scheduled, the successful bidder receiving the total orders, many or few, for his product during one year. The General Supply Committee is not empowered to make the purchases, but after the contracts are made, the purchasing officers of the various government establishments, etc., order goods as needed from time to time from the contractors listed in the General Schedule of Supplies.

Previous to the organization of the General Supply Committee, for instance, there were more than 50 separate schedules. Each department and establishment pursued its own system without reference to the others, and, in a number of instances, there was a decided lack of uniformity in the methods practiced by the different services of the same department. Each Executive Department, independent establishment, and oftentimes a number of bureaus and offices therein, made its purchases independently. One of the inevitable results of these methods was an extensive duplication of work and expense, which has now been simplified by the issuance of one Government schedule covering the entire Government service and effecting standardization as to price and quality. An idea of

the immense amount of purchases made under contracts negotiated by the General Supply Committee is given by the total for 1918, which is approximately $12,000,000.

Under the present system subcommittees, composed of experts assigned from the different departmental bureaus and Government establishments, consider the bids submitted and examine the samples applying thereto. Their recommendations are presented to the General Supply Committee, which meets at regular intervals, and upon adoption by said committee, abstracts of all bids received, accompanied by the recommendations of the subcommittee, are forwarded to the Secretary of the Treasury for award of contract.

Awaiting the inspection and recommendation of the various subcommittees, the writer saw stacks of saucepans, bottles of ink, hospital equipment, test tube racks, typewriter ribbons, pens, desks, chairs, tables, rugs, typewriter paper, leather goods, and merchandise of every description, which were submitted by bidders upon specifications isued by the committee. These samples must all be examined and passed upon with a view to selecting the types of pencils, pins, desks, waste baskets, etc., that will best serve the purposes of the Government offices.

The Secretary of the Treasury in his report for 1916 recommended that the General Supply Committee be enlarged and that the committee be given power to contract for and to *purchase* all supplies of the Government, stating further that this would necessarily involve a warehousing system, making Government purchasing a wholesale rather than a retail proposition, as it is at present, and consequently lowering the prices at which manufacturers can afford to bid for contracts. The plan is under consideration.

The Property Transfer Division of the General Supply Committee was organized under the provisions of Executive order of December 3, 1918, and the Treasury Department regulations of December 10, 1918, to take charge of surplus furniture, equipment, and supplies by transfer or sale.

It was pointed out that when the Government offices engaged in war work should be demobilized a great quantity of merchandise of every kind would be thrown into disuse. The estimate is approximately $6,000,000 worth of second-hand merchandise and under the method of handling by transfer from war organizations to permanent offices of the Government, as requisitioned by their supply officers, and the allowance of a depreciation of not more than 25 per cent for previous use, the saving to the Government is enormous, compared with prices that could be expected to be realized from the former plan of disposal of surplus material, whereby the different departments handled such matters individually, generally by sale at public auction.

The Executive order of December 3, 1918, provides that all requisitions for material for Government use in the District of Columbia, excepting the field service of the Army and Navy, must pass through the General Supply Committee and must be filled from the stocks on hand if possible.

The 48 buildings formerly occupied by the Motor Transport Corps in East Potomac Park, Washington, have been placed at the disposal of the General Supply Committee. Up till May 15, 1919, about $1,000,000 worth of furniture, equipment, and supplies had

been collected from demobilized Government offices, and about $500,000 has been reissued to other departments in lieu of the purchase of new material.

Furniture is repaired and refinished; typewriters are put in condition, cleaned, and set in orderly rows; every kind of merchandise is classified, ticketed, and credited to the department from which it was taken. Pins, automobiles, desks, tables, etc., are reissued and meet the requirements of the service almost as satisfactorily as new material.

Deliveries are prompt, which is an advantage over the time ordinarily required by the contractors. A requisition for 400 desks, 400 chairs, and 100 costumers was filled from the improvised warehouses of the General Supply Committee within three days. Six trucks are kept busy, collecting furniture, etc., and redelivering it to new users.

The salvage of war material is a big job, but the details entrusted to the General Supply Committee are being handled in an efficient manner. 3,500 typewriters, 5,000 desks, 10,000 chairs, 3,500 tables—the approximate numbers of large articles received for storage and reissue up to May 10, give some idea of the problem. Citizens who want efficient business methods in the Government will find nothing to complain of in the work of the General Supply Committee.

THE UNITED STATES PUBLIC HEALTH SERVICE.

The United States Public Health Service was established 120 years ago and is maintained as a part of the Treasury Department for the purpose of safeguarding the health of the Nation through the enforcement of domestic and maritime quarantine laws, and by continual research into all fields for the betterment of public sanitation and hygiene in both the rural districts and the populous industrial centers so that any community or industrial enterprise confronted with problems relating to the health and welfare of the people may get expert advice and help from the Government whenever needed. Records are kept and the information compiled for reference, the experience of one community thus being available for the benefit of all, through Federal cooperation with the State, county, and city health boards.

The work of the Public Health Service is carried on under seven divisional heads: Scientific Research; Domestic (interstate) Quarantine; Foreign and Insular (maritime) Quarantine; Sanitary Reports and Statistics; Marine Hospitals and Relief; Personnel and Accounts; Venereal Disease Division, and Miscellaneous Work, including the dissemination of information and publications of educational value.

The Division of Research gathers information from many sources, including its own field investigations and experiments concerning the best methods of handling epidemics, of keeping the water supply pure, of treating various diseases that puzzle the medical profession, of finding the best ways to feed and care for children, and also how to maintain the most healthful conditions in industrial plants, to reduce the menace of occupational diseases and to keep the workers in full health and strength.

The Division of Domestic Quarantine is at the service of your local health officials wherever your community has a special health problem to be met. For instance, plague-infected rats and ground squirrels in California threatened to be the cause of a serious epidemic unless a vigorous campaign was undertaken against them. Federal health officers exterminated the pests in both California and New Orleans, where there was also some infection. The public health nursing campaign interested both civil and military authorities and led to greater attention being given to the preventive phase of public health responsibility. The campaign against venereal diseases has also accomplished much for the protection of the public health and the efficiency of our industrial and military power.

During the war suggestions and assistance on all health matters were given to State and local boards of health and clinics were started in centers near cantonments, medical attention and nurses being furnished by the Federal Public Health Service. Public Health Service officers were detailed for posts of supervision over contonment zones, and special surveys and investigations were made in localities where shipbuilding, munition production, and other essential war industries brought large numbers of workmen together under emergency living conditions. In the industrial plants, navy yards, etc., sanitary surveys were made and studies of occupational diseases and industrial hygiene were carried on so that every means should be undertaken to safeguard the health of the workers. Not only the cooperation of State, county, and city health boards was secured, but the active interest of manufacturers and owners of industrial plants was attracted to the importance of sanitation and hygiene in relation to the best results in industrial production, and these men helped to work out practical details with the advice and assistance of the health officers. In this respect, advances were made through public health research in regard to medical and surgical care of workers, shop lighting, industrial fatigue, health hazards in various industries, mines, plants for manufacturing explosives, and educational and preventive measures were taken in plants engaged in war work. Extensive surveys and tests of water supplies for cantonments and war production plants were made which were also of value to the civil population in the regions where the tests were made. The hygienic laboratory extended aid not only to Government agencies, but to private institutions engaged in essential work, notably to manufacturers of vaccines and serums and other medical supplies.

At the maritime quarantine stations on the mainland of the United States 10,755 vessels and 579,154 passengers were inspected by officers of the maritime quarantine, and at insular and foreign ports such officers inspected 5,850 vessels and supervised the fumigation of 1,845 vessels bound for the United States during the year 1918. The grand total of passengers and crews inspected during the year was 1,129,262 and of vessels fumigated 3,954.

Reports of cholera in India, the Malay Islands, Persia, and Turkey put the quarantine officers on guard for diseases on ships from those countries. Plague and typhus fever was reported from practically every part of the world. There was yellow fever in South America and Mexico, and so on. United States quarantine officers are also stationed at foreign ports for the inspection of vessels clear-

ing for the United States, and, in the home ports, incoming ships must show a clean bill of health for passengers and crew before being allowed to come to the docks.

Twenty marine hospitals and one hundred and nineteen relief stations where hospital and out-patient relief was furnished to patients were maintained in 1918 by the Public Health Service. In addition, there is the Government sanatorium for tubercular patients at Fort Stanton, New Mexico. Arrangements were made for treating war-risk insurance patients at the marine hospitals and relief stations. Medical officers of the service were also detailed for duty on coast guard vessels for the benefit of the men in the service and for the natives of Alaska who have no other access to medical care.

Since the Public Health Service functions in an educational way as well as in practical relief work, there is a great wealth of published material for the librarian to draw from for the library's Government reference corner. Complete lists of the public health bulletins may be obtained on application to the United States Public Health Service. Of particular interest is the complete practical handbook, reprinted 1919, Prevention of Disease and Care of the Sick, which includes a valuable chapter on "First Aid to the Injured."

The stereopticon loan library maintained by the Public Health Service includes over 4,079 slides, with lectures prepared for use with the slides relating to rural sanitation, infant hygiene, production and care of milk, malarial activities, etc., useful in the campaigns for "Clean-up week." Slides and lectures may be obtained from the Division of Domestic Quarantine, Public Health Service, Washington, D. C.

A few suggestions for a library bulletin board:

1. Has your community a safe water supply?
2. Has your community a safe milk supply?
3. Is there provision for hospital care of tubercular patents?
4. If your community is in a malarial district, are your health authorities attending to mosquito control?
5. Are your schools provided with medical supervision?
6. Is house sanitation attended to in your town?

"Behind you stands the United States Public Health Service and the Health department of your State will gladly cooperate with you."

THE SUPERVISING ARCHITECT.

Under the direction and approval of the Secretary of the Treasury the Supervising Architect acts as landlord for all the post offices, customhouses (between 1,100 and 1,200 in number), and for the three Federal courthouses at Portland, Me.; Texarkana, Tex., and Santa Fe, N. Mex.

Not only were the plans for these buildings made in his office, estimates prepared and contracts let for the erection of these buildings, but he had charge of buying the furniture, carpets, lighting fixtures, mechanical equipment, safes, and other paraphernalia of Government housekeeping, even to the providing of watchmen and other employees who keep the buildings in order.

When new buildings are to be erected, or old ones repaired or enlarged, it is the Supervising Architect, acting for the Secretary

the Treasury, who handles the details of locating and purchasing sites, and has charge of the building operations. The erection and immediate care of all Federal buildings outside the District of Columbia are under his control.

INTERNATIONAL HIGH COMMISSION—UNITED STATES SECTION.

In May, 1915, the Secretary of the Treasury, Hon. William G. McAdoo, assembled representatives of the Ministers of Finance of the Republics of Central and South America in a financial conference in Washington, for the purpose of bringing about closer financial and commercial relations between the countries of this hemisphere; and he had on hand to meet them a number of representative financiers of the United States.

The complete proceedings of this conference were published both in English and Spanish. The volume is now out of print.

As a direct result of this first Pan American Financial Conference, the International High Commission was created, the United States section of which enjoys congressional sanction, given in the act approved February 7, 1916.

The commission consists of 20 sections, one in each of the Central and South American Republics, each having eight jurists or financiers under the chairmanship, ex officio, of the Minister of Finance (in this country, the Secretary of the Treasury). The work of the entire commission is coordinated and directed by a Central Executive Council. Washington was chosen as the seat of the council by the unanimous choice of the commission at its first meeting. The council consists at this time of the Hon. Carter Glass, president, Secretary of the Treasury; the Hon. John Bassett Moore, vice president, and the Hon. L. S. Rowe, secretary general, Assistant Secretary of the Treasury.

The first general meeting of the commission was held in Buenos Aires in April, 1916, the United States delegation being headed by Secretary McAdoo. Future meetings are contemplated at appropriate intervals. Uninterrupted effort is carried on between meetings systematically to bring about practical uniformity in the commercial law and administrative regulations of the American Republics, and also to bring about more stable financial relations between Latin America and our own country.

The program defined by the International High Commission, in Buenos Aires, April 3–13, 1916, contained the following items, subject to changes and additions:

1. Establishment of a gold standard or gold exchange standard.
2. Negotiable instruments in international trade; bills of exchange; checks, bills of lading; warehouse receipts.
3. Classification of merchandise; customs regulations; consular certificates and invoices; port charges.
4. Uniform regulations for commercial travelers.
5. Patent, trade-mark, and copyright legislation.
6. Reduction and uniformity of postal rates; improvement of money-order and parcel-post facilities.
7. Extension of the process of arbitration for the settlement of commercial disputes.

8. International agreements on uniform labor legislation.
9. Uniformity of regulations on the classification and analysis of petroleum and other mineral fuels with reference to national policy on the development of natural resources.
10. Necessity of better transportation facilities between the American Republics.
11. Banking facilities; extension of credit; financing of public and private enterprises; stabilization of international exchange.
12. Telegraph facilities and rates; the use of wireless telegraphy for commercial purposes.
13. Uniformity of conditional sales and chattel-mortgage legislation.

In a recent address, Hon. John Bassett Moore thus summarized the aims and methods of the commission:

The work prescribed by the International High Commission has been steadily and energetically carried on. Valuable publications, intended to prepare the way for the measures which the commission has in view, have been prepared, printed, and circulated, and appreciable progress has been made in obtaining the adoption of those measures. Actual amelioration of methods of customs administration have been secured in various quarters. Efforts have been made to relieve the burdens and inconveniences caused by the war. But, with a view to practical achievement, the central executive council has singled out, and has passed with special vigor, certain measures of a comprehensive and systematic nature; and I am glad to say that the results have been most gratifying and encouraging.

Among those measures one of the most important is that of bringing into operation the conventions adopted by the International American Conference at Buenos Aires, in 1910, for the protection of patents and trade-marks. By the latter convention, the American Republics were divided into two groups, the southern and the northern. Of the southern group, Rio de Janeiro was designated as the official center, and of the northern, Habana; and at each of these capitals there was to be established an international bureau for the registration of trade-marks, so as to secure their international protection in the Americas. This treaty, so closely related to the interests of the countries concerned, and not least to those of the United States, had lain dormant and unratified. The International High commission took it up and brought about its ratification by the requisite number of governments of the northern group, as a result of which the International Bureau of Habana is now on the point of beginning operations. It is hoped and expected that a similar result will soon be attained in the southern group.

Another measure specially pressed is the convention to facilitate the operations of commercial travelers. In a number of the American countries local taxes, practically prohibitive in amount, on the operations of such travelers, have for many years existed. A convention was formulated by the central executive council, and, after examination and revision, was submitted by the Department of State to the American Governments, looking to the substitution for all local taxes of a single national fee. This convention, first signed and ratified by the United States and Uruguay, has so far been accepted by 11 other countries.

Another measure dealt with is the treaty for the establishment of an international gold clearance fund, the object of this treaty being not only to assure the safety of deposited gold and to avoid the necessity of its shipment when difficulties in transportation exist, but also to facilitate and stabilize exchange through the adoption of an internatioanl unit of account. This subject was very carefully studied by the International High Commission, at Buenos Aires; and, as the result of the subsequent cooperation of the Department of State and the central executive council, a draft of treaty designed to give effect to the plan has been presented to the American Republics, seven of which have so far accepted it.

Among the other activities of the International High Commission and its Central Executive Council, we may particularly mention the preparation and distribution of reports recommending the adoption of certain uniform measures

as to bills of exchange, checks, bills of lading, and warehouse receipts, with the result that steps have been taken in some of the American countries toward legislation for that purpose. Moreover, following the example set by the agreement between the Chamber of Commerce of Buenos Aires and that of the United States in 1916, an advance has been made in several other quarters in the direction of the arbitration of commercial disputes. Close attention has also been given to the subject of ocean transportation, and constant efforts have been made to preserve the interests of the American countries in that regard.

It is gratifying to state that the Central Executive Council has had in its work the hearty and active cooperation of various bodies, such as the American Bankers' Association, the Committee on Commercial Law of the Conference of Commissioners on Uniform State Laws, the United States Chamber of Commerce, and the National Foreign Trade Council. Their assistance has been helpful and reassuring.

Those interested in ascertaining further what the commission is aiming at in the several subjects on its program are invited to communicate with the Secretary-General, International High Commission, Treasury Building, Washington, D. C.

WAR FINANCE CORPORATION.

The War Finance Corporation which came into existence in April, 1918, was created by Congress for the purpose of extending financial assistance to industries necessary and contributory to the prosecution of the war which could not obtain the desired help through ordinary banking channels, and also for the purpose of giving assistance to banks and bankers who had extended such aid to industries.

A capital stock of $500,000,000 was authorized, all of which, as issued, is to be owned by the United States Government. The Secretary of the Treasury is the chairman of the board. There are four other directors, one of whom is the managing director.

The office of the corporation is in the Treasury Building in Washington.

Of the total authorized capital stock, only $350,000,000 has been subscribed by the United States Government, and $150,000,000 is still unissued, but may be called in by a resolution of the board of directors at any time. The corporation is authorized to issue $3,000,000,000 of its bonds, but has only issued $200,000,000 up to date.

During the war it made numerous advances to industries and public utilities, totaling about $100,000,000. In this amount were included loans to 21 banks, amounting to about $6,000,000. Loans to savings banks were authorized, but only made to a very limited extent—a total of $250,000.

About $180,000,000 had been advanced to railroads up to May 1, 1919.

In addition to loans to industries and railroads and banks, the War Finance Corporation is authorized to deal in United States Government bonds.

An amendement to the war finance corporation act was passed by Congress in March, 1919, just before adjournment, and it authorizes the War Finance Corporation to use $1,000,000,000 of its authorized funds to help foreign trade by extending credit to American exporters, or to American banks who finance American exporters.

WAR RISK INSURANCE

The van of the German Army had hardly appeared upon the borders of Belgium when William G. McAdoo, then Secretary of the Treasury, asked Congress for authority to establish a bureau in the Treasury Department to insure against war risks, cargoes, and bottoms of American vessels plying the high seas. His proposal was enacted into law on September 2, 1914. The Bureau of War Risk Insurance began its existence the following day in the sub-basement of the Treasury Building with an office force of five persons. June 12, 1917, shortly after the United States entered the world war, the act was amended to include insurance on the lives of the masters and seamen of merchant vessels, and by the act of October 6, 1917, the Division of Military and Naval Insurance was established as a part of the bureau for the purpose of affording protection to our soldiers and sailors and their dependents.

The bureau has four distinct functions:

1. It has provided Government insurance on cargoes, hulls, and the lives of masters and seamen of merchant vessels. The Division of Marine and Seamen's Insurance, charged with the execution of this feature of the war risk insurance law, will suspend upon the conclusion of peace.

2. It provides Government insurance for men in the military and naval service of the United States at peace-time rates. Plans have been perfected for the conversion of this war insurance into permanent peace forms, including all of the usual kinds of insurance policies.

3. It pays the Government allowance to the dependents of soldiers and sailors and through it are paid the compulsory allotments made by enlisted men to their wives and children, and all allotments which carry the Government allowance.

4. It provides compensation for disabilities incurred by officers and enlisted men in the line of duty to them and to their dependents. It is also responsible for providing medical treatment for all disabled soldiers and sailors.

From the humble beginning of a small war risk insurance concern the bureau has expanded until it is without parallel among humanitarian enterprises of civilized governments.

It is estimated that 95 per cent of the men in the Army and Navy of the United States have taken out insurance for 87 per cent of the maximum amount, which is $10,000. This means that from October 6, 1917, to November, 1918, 4,000,000 men took advantage of this Government insurance, and an aggregate amount of nearly forty billions of dollars of insurance has been written.

To enable the bureau to carry out its diverse activities there has been maintained a force of over 14,000 employees working in night and day shifts. No single building in Washington was found large enough to accommodate the bureau in war time, and it was necessary to scatter its different divisions in fourteen separate buildings occupying a total of nearly 460,000 square feet of building space.

The bureau recently moved nearly all its divisions into a building specially constructed for it at Vermont Avenue and H Street, in Washington. This building occupies the site of the historic old Arlington Hotel.

The bureau has received and handled over 4,000,000 applications for insurance, 4,000,000 applications for allotments and allowances, and has answered more than 3,000,000 letters. In 16 months it has issued a total of 13,768,000 checks, aggregating $432,255,845.

Government insurance was initiated primarily as a war measure, but it is more than that. It will not stop because the war is over. Under the war risk insurance act war-time term insurance can be retained in that form for five years after peace is signed, and at any time in that period can be converted into permanent life and disability insurance in all its usual forms.

WAR LOAN ORGANIZATION.

Through this organization the Liberty loan campaigns have been conducted. With the Secretary of the Treasury as the directing head, the twelve Federal reserve banks, as fiscal agents of the Government, have acted as centers of the organization in their respective districts, operating through Liberty loan committees which were created in every part of the country. Banks and bankers, business men, associations and societies, newspapers, press associations, and thousands of men and women throughout the country patriotically cooperated with the Treasury Department, the Federal reserve banks, and the Liberty loan committees in assuring the great success of these loans. They unstintedly gave of their services and talent in the interest of the Government and it has been estimated that not less than 2,000,000 men and women patriotically devoted themselves to the work.

In order that the efforts of the Federal reserve banks and Liberty loan committees might be properly directed and brought into harmony with the Treasury, the war loan organization was created in the department. This organization had general supervision of all the activities directed toward the sale of Liberty bonds, notes, and war-saving certificates.

A part of the war loan organization is the bureau of publicity, which had charge of the preparation and distribution of posters, buttons, honor flags, and other material, the preparation of advertising copy, and the dissemination of news relative to the loans. This bureau has conducted a great nation-wide campaign of education in connection with each loan, pointing out the urgent needs of the Government in the prosecution of the war, the great value of Government securities as investments, and endeavoring to inculcate thrift and saving among all the people of the country. Every avenue of publicity was availed of and the Treasury received the patriotic cooperation of all.

Through the cooperation of the War and Navy Departments, exhibits of captured war material, soldiers' and sailors' equipment, ordnance, and ammunition were assembled and transported throughout the country, enabling the people, particularly of the more remote districts, to inspect some of the things for which part of the money raised by the loans was spent. Veteran soldiers and sailors and civilian speakers accompanied the trains and urged the people to subscribe for bonds. Much of the material had been captured by American soldiers in France, and no other single method of arousing enthusiasm met with greater success.

The speakers' bureau, which is also a part of the war loan organization, furnished speakers throughout the country to arouse interest in the loans and also had charge of the soldiers and sailors who assisted in the campaigns.

THE NATIONAL WOMAN'S LIBERTY LOAN COMMITTEE.

One of the notable factors in the success of the Liberty loans was the work of the women of the United States. It was with the belief that the women of the Nation would constitute a powerful moral force in war finance that the National Woman's Liberty Loan Committee was appointed by the Secretary of the Treasury in May, 1917. That they, working through the organization effected by this agency, not only accomplished this purpose but also became an essential element in the actual labors of promoting the loans constitutes one of the most interesting chapters in the financing of the war. There was probably no war service in which so many women took more active part than in the raising of money to pay our war burden. To their energy, their enthusiasm, their zeal, and their vision is due a great part of the success of the Liberty loans.

When the United States went into war with Germany the business of bond selling was a field so new to women that all work within it was genuine pioneering. The organization of women for the task was the work of the National Woman's Liberty Loan Committee, which served in cooperation with the Treasury's war-loan organization. The members of this committee, serving as volunteers, performed the work of enlisting more than a half million women as sellers of Liberty bonds.

The first labors of the members of the committee, after the closing of the first Liberty loan where their work had been general publicity of war finance among women, were concerned with the adjustment of established organizations of women throughout the country to the established machinery for the raising of the loans. Where organization existed, the women of the Nation were organized by States, while the Treasury's loan organization was based upon the twelve fiscal divisions of the United States. It was the problem of the committee to correlate the two schemes of organization. They solved it by the appointment of both State and Federal reserve chairmen, the former responsible for actual organization of women in their respective States, the latter serving as the representatives of the women in dealing with the Liberty loan committees of the respective Federal reserve districts. Liberty loan committees elected the women Federal reserve chairman members of their executive committees.

In this organization during the second Liberty loan 60,000 women became sellers of bonds. In the third loan 500,000 women were enrolled as members of the organization, which had a woman chairman in almost every county of the United States and township officers in almost every township. In the fourth loan and also the fifth or Victory liberty loan between 700,000 and 800,000 women served.

No mere recital of results achieved can show the extent of the Service which women gave to the Nation through their participation in war finance. That hundreds of thousands of women assumed the burden of a new kind of labor, not for themselves but for their

country, is one of the most striking and characteristic facts in relation to the women of America that the war developed. The Liberty loans afforded a new proving ground where the women of the Nation accepted the opportunity to demonstrate again their patriotism, their ability, their consciousness of the obligations of citizenship, and their steadfastness of soul in the great and terrible crisis which our country met.

THE SAVINGS DIVISION.

The Savings Division, War Loan Organization, of the Treasury Department as organized for after-the-war service is a combination of a directing staff of specialists and executives in Washington, with similar district organizations in reserve bank districts. In addition there is a vast number of volunteer workers serving through the readjustment period on a less than a dollar-a-year basis, local county and State savings directors and secretaries of war savings societies.

As a branch of the Treasury Department, the Savings Division is a national service bureau for the savings campaign, the actual conduct of which is decentralized into the twelve reserve bank districts. The staff of the savings division in Washington is engaged upon problems of organization, sales, thrift education, preparation of basic pamphlets and publicity material and of securing the cooperation and active service of national organizations and movements.

The savings division has stated as the first objective in the campaign, to make thrift in all its forms, a permanent national practice. The purpose of the first objective is to persuade the people:

1. To put aside as their first obligation, and before they spend at all, part of their incomes for future use.

2. To invest the money they save out of their incomes in some security which pays a reasonable rate of interest and is absolutely safe.

3. To use the rest of their incomes so as to make every penny they spend buy something they really need and which has a full penny's value.

4. To use what they buy with as much care as if it were money itself.

The second objective in the campaign is to provide a safe investment for small savings through thrift stamps and war-savings stamps, not merely to raise money for the Government, but more especially to provide a safe security for small savings.

The active management of the campaign centers in a group of savings directors, one in every Federal reserve district, with headquarters respectively at Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City, Dallas, and San Francisco. Correspondence may be addressed to the District Savings Director, War Loan Organization, in any of these cities.

These district directors are held responsible for the success of the campaign in their territories. Many of the district directors are assisted by State directors. All seek the cooperation of directors in every county and again in towns and cities, so far as may be practicable.

Township, neighborhood, and occupational group committees have been formed in large numbers, and all kinds of local societies and other organizations are invited to form cooperating committees. Savings societies are encouraged wherever people are grouped by their day's work, and to a large extent in schools and colleges.

The savings stamps are on sale by secretaries of savings societies and at post offices, banks, schools, stores, and other sales agencies.

The millions of savers are reached chiefly through the various agencies enlisted by the district savings directors, the savings division at Washington distributing its services largely through the district offices.

Cooperation in the multitudinous activities of this vast machinery is both patriotic service and social service. The economic welfare of the Nation calls for wise saving. The future welfare of millions of our citizens will be furthered by the practice of thrift.

The practical goal of the campaign—that every individual and family shall save regularly a portion of income, that savings should be set aside before spending begins, and that everyone should have a growing fund safely invested in Government securities—seems not impossible of accomplishment.

Librarians who wish to receive the literature issued by the savings division or by district or State directors should address the savings director of their districts who will welcome cooperation in placing information before library patrons and in distributing numerous pamphlets and leaflets.

THE FEDERAL RESERVE SYSTEM.

The Federal Reserve Act, approved December 23, 1913, was intended to provide for the establishment of new institutions to be entitled Federal Reserve Banks, to furnish an elastic currency, to afford a means of rediscounting commercial paper and to establish a more effective supervision of banking in the United States.

The new banks were officially opened for business on November 16, 1914, and the system has accordingly been in operation about four and a half years. The period of almost one year intervening between the passage of the Federal reserve act and the organization of the banks was occupied in dividing the country into districts, studying its banking and credit needs, securing the appointment of the members of the Federal Reserve Board and perfecting preliminary arrangements for organization, including the naming of local boards of directors and the selection of officers for Federal reserve banks. As a part of this preliminary work the Board was called upon to share in financial adjustments, which were made necessary by disturbances growing out of the European war.

The organization of the system during the preliminary period in question had been placed, under the act, in the hands of the Secretary of the Treasury, the Comptroller of the Currency, and the Secretary of Agriculture, who had been designated by the law as the Reserve Bank Organization Committee. It was their function to divide the continental United States into Federal reserve districts and to designate a city in each as the seat of the district Federal reserve bank. The act had provided that not less than eight nor more than twelve

districts were thus to be established, and the committee determined upon the designation of the maximum number.

After the process of districting the country and of selecting the reserve cities had been completed, it was necessary to provide for the organization of a Federal reserve bank at each of the following points which had been named as Federal reserve cities: Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City, Dallas, San Francisco.

The subscribed capital stock of each Federal reserve bank must be not less than $4,000,000, to which every national banking association must subscribe six per cent of its paid-in capital stock and surplus within thirty days after notification by the organization committee. Other banks deemed eligible by the organization committee were furnished by the Comptroller of the Currency with application blanks for membership. Percentage payments of subscriptions were graduated over a period of six months and the remainder payable on call. Penalties were fixed for national banks not complying with the requirements of the Federal reserve organization committee or of the Federal reserve board. In case the subscriptions by member banks proved insufficient the Federal reserve organization board was authorized to invite outside investors to subscribe to Federal reserve bank stock up to $25,000 par value. Any balance of stock remaining unsubscribed was to be allotted to the United States Treasury.

The preliminaries of corporate organization were effected by five banks from the entire number of those applying for membership, designated by the organization committee. Three directors for each Federal reserve bank were appointed by the Federal Reserve Board, to serve as (1) Federal reserve agent; (2) deputy Federal reserve agent. Six directors were elected by the member banks of the district.

Control of policy, management and examination of the Federal reserve banks and their dealings with member banks, is vested in the Federal Reserve Board. A Federal advisory council, consisting of one member chosen by each Federal reserve bank, meets quarterly and furnishes suggestions as to matters of general policy affecting the Federal reserve system, consulting with the board as to its purposes and informing it with regard to banking conditions in the several districts.

Although it proved possible to collect substantially the whole of the reserve of the Federal reserve banks in the form of gold or gold equivalents, this great sum was collected without inconvenient pressure upon business or disturbance of credit. Indeed, the lending power of the member banks was enlarged because of the fact that through the process of combination of reserves it was possible to carry on a safe banking business with a very much smaller amount of actual cash in hand or, what is the same thing, to increase liabilities to a considerably greater relative amount than had previously been possible. The early days of the system did not call for very much activity on the part of the Federal reserve banks because of the fact that the member banks were so well equipped with lending power that they did not find it necessary to rediscount. The fact that the system existed, however, created confidence and had a strong influ-

ence in preventing banking disturbances which might otherwise have been produced as a result of European conditions.

During the first two years of the existence of the system the problems of the reserve banks were largely concerned with discount rates, the standardization of commercial paper, and other matters connected with the reorganization of the banking system. Early in the European War and before the new banks had actually been organized there had been disturbance due to the exportation of gold from the United States to Europe because of the unreadiness of English banks and merchants to extend cash credits. This condition had quickly passed away.

The Federal Reserve Act had designated the Federal reserve banks as fiscal agents of the Government; but during the first two years it had not proved necessary to call upon them for performance of duty under this head, although the Secretary of the Treasury had deposited with them a limited amount of Government funds. The situation changed in 1917 when the United States became a belligerent.

It is thus seen that the history of the Federal reserve system to date may be roughly divided into some two or three periods, the first extending from the date of organization to the moment when the United States entered the war, the second from this date of our belligerency to the conclusion of the armistice, and probably a third beginning with the conclusion of the armistice and extending to the present time. Some account of the characteristics of these several periods may now be given.

One of the early war problems which the Treasury Department had been called upon to meet grew out of the hasty withdrawal of gold from the United States for shipment to Europe. The situation threatened to cause serious alarm in the United States, banks fearing to pay out gold because of the effect that such action might have on their reserve. It was foreseen that the condition would pass away as soon as the new Federal reserve banks were organized, but in the meantime some temporary action designed to bridge over the emergency was necessary. This led to the organization of a so-called "gold fund" or "gold pool" of $100,000,000, intended for the purpose of meeting gold payments in Europe. The fund was never called upon to any great extent, but the fact that joint effort had thus been provided for had a psychological effect, while on the other hand, the first shock of war speedily passed, and European conditions became more normal. Later on a so-called "cotton-loan fund" was organized with the participation of the members of the Federal Reserve Board for the purpose of relieving bad conditions in the southern States, due to the extraordinarily low price of cotton resulting from inability to export that staple. This fund, like the gold pool, had its effect, but that effect was psychological rather than direct.

Immediately after the organization of the Federal reserve banks it was possible to devote some months of attention to the basic problems of the new system. Standardization of commercial paper was the first effort of the system, and the development of a regular plan for the issuing of Federal reserve notes followed. Later a plan was devised for effecting a national clearance by telegraph at Washing-

ton, and this was carried out through the organization of the so-called "gold-settlement fund."

The new issue of Federal reserve notes proved to be workable and satisfactory. Under the old system national bank notes had been issued upon the basis of Government bonds deposited in trust with the Treasurer of the United States and the inelasticity and unsatisfactory quality of this currency had been one of the reasons for the adoption of the Federal reserve act. The delay in getting the new banks organized, however, had led as a temporary measure to the amendment of a law called the Aldrich-Vreeland Act, which permitted the easier issue of currency by national banks, and during the last half of 1914 such new currency had been issued to the extent of nearly $400,000,000. An early problem of the Federal reserve act was the retirement of this currency, a process which, however, proved to be comparatively easy since the new Federal reserve notes readily took the place of the outstanding emergency notes, save in so far as the latter were actually retired. The Federal reserve law had also provided for the gradual retirement of the old national bank notes, this process to be carried out through the purchase of other bonds under fixed conditions, such bonds being transferred to Federal reserve banks, while, should there prove to be a call for new note currency to take the place of that of these purchased bonds, abundant provision of Federal reserve notes had been made. The national bank note currency tended to decrease slowly during the first two years after the organization of the system, while Federal reserve notes were issued at first to a very limited degree and later in larger amounts because they provided a convenient kind of currency which took the place of other notes previously in circulation. Many of the Federal reserve notes thus issued accordingly represented a substitution for other note issues rather than an addition to the circulation.

One of the early duties placed upon the new system was that of attempting the regulation of discount and interest rates. The fact that the business of Federal reserve banks was small prevented such rates of rediscount from becoming as effective as they might otherwise have been, especially as during 1915 and 1916 the reserve banks, under the direction of the board, thought it best to pursue a policy of distinct conservatism and preparedness rather than to follow any plan of encouraging the use of their funds through purchases of paper in the open market. The report of the Federal Reserve Board for 1916 says: "The Federal reserve act is based essentially upon the principle that liquid paper rather than loans secured by stock-exchange collateral, or 'merely investments,' should be the principal asset of the member banks when considered collectively; that the acceptance market rather than the call-loan market, and rediscounts with the Federal reserve banks rather than loans placed through banks in reserve and central reserve cities, should be made the means through which the average bank can supply its current requirements."

As already indicated, a beginning had been made during the early years of the system in taking over the fiscal agency functions provided by the Federal reserve act. The Secretary of the Treasury, in 1915, appointed the Federal reserve banks as fiscal agents of the United States, thereby instituting the important fiscal reform of receiving and disbursing funds of the United States through the

Federal reserve banks. On January 1, 1916, there were transferred to the Federal reserve banks, Federal funds on deposit with member banks, amounting to about $9,000,000.

When the United States became a belligerent in 1917 the Federal reserve banks necessarily assumed a much larger scope of functions as fiscal agents. An abundant supply of note currency had been issued and in other respects the banks had been prepared for any calls that might be made upon them. The Federal reserve banks were charged by the Secretary of the Treasury with the duty of placing short-time Treasury certificates and redeeming them at maturity, the Treasury certificates of indebtedness being issued in anticipation of the collection of income taxes and the sale of Liberty bonds. The Federal reserve banks were made the central agencies for the Liberty bond campaigns. Their war burden necessitated the doubling of the clerical staffs of the Federal reserve banks.

More inducements were offered to qualified State banks and trust companies to become members of the Federal reserve system through a liberal policy in regard to the retaining of full charter and statutory privileges, and liberal discount privileges, with a view to fully mobilizing the banking facilities of the country and to making funds available for both banks and private investors for the absorption of the Liberty bond issues. Every effort was made to bring about a general absorption of Government loans by *savings*, and to limit private credits wherever practicable without causing hardships, so that credits might be conserved for war purposes required for the common welfare, and unnecessary expansion avoided.

As a war measure it had been determined to prohibit the export of gold and the President by Executive proclamation placed the management of the gold export control system in the hands of the Secretary of the Treasury, who vested the Federal Reserve Board with the actual operation of it. This so-called gold embargo was in line with the policy followed by foreign countries and has continued in operation up to the present time.

The reserves of the twelve Federal reserve banks have been approximately equalized by discount transfers between the banks, under telegraphic direction of the Federal Reserve Board in Washington. The rediscount of discounted paper of other Federal reserve banks has been voted by the Federal Reserve Board as a means of meeting the heavy demands for the movement of funds, due to, first, transfers of Government funds; second, joint purchases of bankers' acceptances; and, third, seasonal requirements incident to crop moving, during the year 1918.

The use of Federal reserve bank funds was permitted in safe open market operations, in safe investments, Government bonds, and the like, through regulations put into effect by the Federal Reserve Board.

On December 20, 1916, the Federal Reserve Board authorized the Federal reserve bank of New York to establish an agency with the Bank of England, under authority of section 14 of the Federal reserve act, which permits any Federal reserve bank "with the consent of the Federal Reserve Board, to open and maintain banking accounts in foreign countries, appoint correspondents, and establish agencies in such countries wherever it may deem best for the pur-

pose of purchasing, selling, and collecting bills of exchange, and to buy or sell with or without its indorsement through such correspondents or agencies bills of exchange araising out of actual commercial transactions."

Regulation and control of foreign exchange was effected by the Executive order of January 26, 1918. Further control was established by the trading-with-the-enemy act. The supervision and control of foreign exchange is closely related to the conservation of gold, and the Division of Foreign Exchange was organized to enable the board to carry out the provisions of the Executive order of January 26, 1918, and to cooperate with the Treasury Department in meeting the unusual problems in foreign exchange created by the war.

The work has been carried on under three divisions—administrative, research, and statistical.

The Federal reserve banks of the twelve districts have acted as local agents for the Division of Foreign Exchange. The work of the Division of Foreign Exchange will cease when peace is reestablished.

The foreign trade of the United States, already large, is expected to assume far greater proportions upon the reestablishment of peace. Member banks, by means of foreign branches, and American banking corporations, organized to conduct a foreign business, have established themselves in other countries, mainly in Central and South America, and the Orient, with a view to competing with British and continental banks which have long controlled the larger part of their international trade and banking.

The Division of Analysis and Research of the Federal Reserve Board was created on September 1, 1918.

The Governor of the Federal Reserve Board says in his report for 1918, summing up our present banking situation:

> Our banking situation is strong and inherently sound, and is much stronger than would have been the case if the war had continued another year. The ability of the country to absorb investments has proved to be far greater than had been anticipated, and our credit structure, although expanded, is unshaken.

The Federal Reserve Bulletin, issued monthly, at $2 per year, gives authentic current news of the financial world. The 1918 report of the Governor of the Federal Reserve Board is available for libraries.

Sternly condensed list of subjects dealt with by different offices:

Architect:
- Customhouses.
- Federal courthouses.
- Post offices.
- Estimates.
- Contracts.
- Equipment.
- Furniture.
- Operation.
- Plans.
- Sites.
- Supervision.

Auditors:
- Accounts U. S. Government.
- Claims U. S. Government.

Currency, Comptroller of:
- Banks, national—
  - Examiners.
  - Receivers.
- Laws.
- Notes (national and Federal reserve) issue of.

Customs:
- Cooperation with—
  - Agriculture.
  - Coast Guard.
  - Commerce.
  - Labor.
- Espionage act, enforcement of.

Customs—Continued.
Enemy trading act, enforcement of.
Exports—
Reports, current.
Statistics.
Imports—
Reports, current.
Statistics.
Traffic on Great Lakes and with insular possessions.
Laws.
Revenue.
Smugglers.
Vessels—
Records of.
Clearance papers.
Coast Guard:
Academy—
Examinations.
Alaskan seal and game.
Communication, coastal.
Law enforcement—
Navigation.
Quarantine.
Neutrality.
Customs.
Life saving.
Patrol of seas.
Engraving and Printing:
Plate printing of—
Checks.
Drafts.
Money.
Securities.
Stamps, customs and postage.
Model factory.
Farm Loan:
Agents.
Associations, national farm loan.
Banks—
Federal land.
Joint-stock land.
Bonds.
Districts, land bank.
Loans, restrictions on.
Mortgages, amortization of.
Foreign loans:
Self-explanatory.
Internal Revenue:
Police powers.

Internal Revenue—Continued.
Taxes, collection of—
Excise.
Income.
Special.
War.
Health:
Education.
Hospitals, marine.
Quarantine—
Domestic (interstate).
Foreign and insular.
Relief stations.
Research.
Sanitation—
Rural.
Industrial.
Venereal disease.
International High Commission:
Financial and trade relations.
South and Central America.
Loans and Currency:
Debt, public.
Distinctive paper, manufacture of.
Distinctive paper, custody of.
Destruction of unfit currency.
Interest on registered bonds.
Securities, original issues of.
Mint:
Assay offices.
Gold.
Silver.
Platinum.
Coins, manufacture of.
Public Moneys:
Account, general.
Regulations relating to—
Banks, depositary.
Care and transportation.
Liabilities, outstanding.
Officers, public (except postmasters).
Treasury, independent.
Secret Service.
Supply Committee:
Contracts.
Salvage of equipment and supplies.
Schedule of supplies, etc.

Treasurer:
Administrative functions.
Treasury, Comptroller of:
Debts due the Government.
Collection of.
Decisions, final.
Disbursement.
Interpretation of laws relating to.
Warrants, countersigned by.
Treasury, Register of:
Bonds.
Treasury, Division of Bookkeeping and Warrants.
War Finance:
Loans.
Industrial.
Foreign.
War Loan Organization:
Liberty bond issues.
Woman's committee.
Savings Division.
War Risk Insurance:
Military and Naval Forces.
Allotments.
War Risk Insurance—Continued.
Insurance disability.
Medical treatment.
Merchant marine.
Hulls.
Cargoes.
Masters.
Seamen.
Federal Reserve System (independent):
Banks, 12 Federal reserve.
Branches, domestic and foreign.
Districts, 12.
Foreign exchange, control of.
Funds.
Cotton loan.
"Gold pool."
Gold settlement.
Gold embargo.
Member banks, control of.
Regulations.
Discount rates.
Interest rates.
Rediscount privileges.

A short list of current Government publications of interest to librarians is given below. The titles are selected from the cards for the May Monthly Catalogue issued by the Superintendent of Documents.

The editor of National Library Service has connected with every bureau and office listed below, and at the present time a sufficient supply of bulletins for library use (that means one copy to a librarian) is available.

AGRICULTURE:

Turn cold into gold by cooling milk and cream—Bureau of Animal Industry.

Chemical analysis of loganberry juices (5 cents)—Dept. Bulletin 773, Bureau of Chemistry.

Commercial apple industry in United States—Extract 767, Bureau of Crop Estimates.

Rose midge (5 cents)—Dept. Bulletin 778, Bureau of Entomology.

Arable land in the United States—Extract 771, Office of Farm Management.

Currants and gooseberries (5 cents)—Farmers' Bulletin 1024, Bureau of Plant Industry.

Housing workers on farms (5 cents)—Extract 789, Office of Public Roads.

Cooperative extension work in agriculture and home economics S. R. S. Document 90, States Relations Service.

Drying vegetables and fruits for home use—Dept. Circular 3, States Relations Service.

Making vinegar in the home—S. R. S. Doc. 99, States Relations Service.

(The above publications may be obtained from the Chief, Division of Publications, Department of Agriculture, Washington, D. C.)

COMMERCE:

List of publications available for distribution, May, 1919—Division of Publications, Department of Commerce.

FEDERAL BOARD FOR VOCATIONAL EDUCATION:
The printing trades—Vocational rehabilitation series No. 24.
Occupations in navy yards—Vocational rehabilitation series No. 28.
Drafting—Vocational rehabilitation series No. 29.
Transportation—Vocational rehabilitation series No. 30.
Technical agriculture as a vocation—Vocational rehabilitation series No. 33.
Beekeeping—Vocational rehabilitation series No. 37.
The Federal civil service as a career—Vocational rehabilitation series No. 39.
(For the above publications apply to the Federal Board for Vocational Education, Washington, D. C.)

INTERIOR:
Agricultural education—Bulletin 44, 1918, Bureau of Education.
Girl scouts as an educational force—Bulletin 33, 1919, Bureau of Education.
(For the above apply to Editor, Bureau of Education, Washington, D. C.)
Glacier National Park—National Park Service.
Mesa Verde—National Park Service.
Mount Rainier—National Park Service.
Rocky Mountain—National Park Service.
Sequoia and General Grant—National Park Service.
Yellowstone—National Park Service.
Yosemite—National Park Service.
Crater Lake—National Park Service.
Wind Cave—National Park Service.
Hot Springs of Arkansas—National Park Service.
Casa Grande National Monument—National Park Service.
(For the above apply to the Director, National Park Service, Interior Building, Washington, D. C.)

LABOR:
Price and cost of living—Bureau of Labor Statistics.
How to give illustrated lectures on accident prevention to workmen—Working Conditions Service.

SMITHSONIAN:
Maya Indians of Southern Yucatan and Northern British Honduras—Bureau of Ethnology.
Catalogue of postage stamps and stamped envelopes of United States and possessions to January 1, 1919.
(For the above apply to Smithsonian Institution, Washington, D. C.)

TREASURY:
Influenza—Handkerchief—Fly (poster).
The road to health—Keep Well Series No. 1.
Adenoids—Keep Well Series No. 2.
How to avoid tuberculosis—Keep Well Series No. 3.
Diphtheria—Keep Well Series No. 4.
Prevention of disease and care of the sick—Miscellaneous Publication No. 17.
Measles—Supplement No. 1.
The care of the baby—Supplement No. 10.
The summer care of infants—Supplement No. 16.
Malaria: Lessons in its cause and prevention—Supplement No. 18.
Scarlet fever—Supplement No. 21.
Exercise and health—Supplement No. 24.
The transmission of disease by flies—Supplement No. 29.
Common colds—Supplement No. 30.
Safe milk—Supplement No. 31.
Spanish influenza (three-day fever)—Supplement No. 34.
Climate in treatment of pulmonary tuberculosis—Bulletin No. 35.
Tuberculosis: its nature and prevention—Bulletin No. 36.
Disinfectants—Bulletin No. 42.
Disposal of human excreta—Bulletin No. 68.
Typhoid fever—Bulletin No. 69.
Good water—Bulletin No. 70.

TREASURY—Continued.
Studies in vocational diseases—Bulletin No. 71.
Health insurance—Bulletin No. 76.
A sanitary privy system for unsewered towns and villages—Bulletin No. 89.
Mentality of the arriving immigrant—Bulletin No 90.
Rural sanitation—Bulletin No. 94.
Studies on the treatment and disposal of industrial wastes—Bulletin No. 97.
Health almanac—Bulletin No. 98.
Home-made refrigerators—Bulletin No. 102.
Whooping cough—Reprint No. 100.
Rat proofing—Reprint No. 122.
Mental hygiene—Reprint No. 164
Prevention of malaria—Reprint No. 170.
Hay fever—Reprint No. 412.
Prophylaxis of malaria—Reprint No 454.
The application of ozone to the purification of swimming pools—Reprint No. 456.
Health hazards from the use of air hammer in cutting Indiana limestone—Reprint No. 460.
Some observations of the personality of feeble-minded children in the general population—Reprint No. 467.
Development of county health work—Reprint No. 470.
How industrial fatigue may be reduced—Reprint No. 482.
Sanitation of rural workmen's areas—Reprint No. 487.
Disabling sickness among the population of seven cotton-mill villages of South Carolina in relation to family incomes—Reprint No. 492.
Safe milk for the small town—Reprint No. 497.
Code of lighting for factories, mills and other work places—Reprint No. 499.
The treatment of sewage from single houses and small communities—Reprint No 504.
A unified health service—Reprint No. 506.
Influenza in Maryland (preliminary statistics of certain localities)—Reprint No. 510.
Keeping fit—Venereal disease bulletin No. 1.
Manpower—Venereal disease bulletin No. 6.
The problem of sex education in schools—Venereal disease bulletin No. 7.
Venereal disease—A public health problem for civilian communities—Venereal disease bulletin No. 11.
Shall we finish the fight—Venereal disease bulletin No. 26.
Placard—The Government has declared war on venereal diseases—Venereal disease bulletin No. 29.
The percentage of venereal diseases among approximately the second million drafted men—Venereal disease bulletin No. 30.
The parent's part—Venereal disease bulletin No. 32.
The need for sex education—Venereal disease bulletin No. 38.
Compilation of suggested and adjudicated ordinances which have proved successful in combating venereal diseases—Venereal disease bulletin No. 39.
Ravage of innocents must stop—Venereal disease bulletin No. 42.
A People's War—Venereal disease bulletin No. 46.
The percentage of venereal diseases among approximately the second million drafted men by cities—Venereal disease bulletin No. 47.
How to fight venereal disease in your city—Venereal disease bulletin No. 48.
(For the above publications apply to the U. S. Public Health Service No. 3 B Street S. E., Washington, D. C.)

NEWS NOTES.

DEPARTMENT OF AGRICULTURE.

EXHIBITS OF GOVERNMENT DEPARTMENTS.

The combined Government exhibits will be shown this year on five circuits covering, as at present outlined, twenty-eight of the larger fair sitions. Several other fairs have informed the joint

committee that they are trying to comply with the requirements to obtain the exhibits, and it is possible that there may be several additions to the list.

The exhibits will be in the nature of a victory show, demonstrating the methods by which the United States accomplished its decisive part in the world war. The departments cooperating are Agriculture, War, Navy, Treasury, Interior, Commerce, and Labor. Prof. F. Lamson-Scribner, of the Department of Agriculture, is chairman of the joint committee on Government exhibits and will have general charge of all of the circuits. Each of the five exhibits will fill two freight cars when packed and will require about 8,000 square feet of floor space for installation.

The exhibit material from the Department of Agriculture will demonstrate the better farming methods by which American farmers produced the enormous crops that weighed so powerfully against the Germans and by which the farmers now are shattering all production records. Among the subjects to be treated in this display are forest fire prevention, recreation in the National Forests, woodland improvement, good and bad methods of lumbering, windbreaks, destructive insects and how to fight them, production of corn and other cereals, forage crops, fruit growing, prevention of plant dust explosions, farm treatment of hides, enforcement of the food and drugs act, destruction of adulterated foods, flour substitutes, drying vegetables, composition of soft drinks, agricultural extension work with men, women, boys, and girls, home economics work, beneficial and destructive birds, fur farming, destructive rodents, picturesque American highways, road building, farm drainage, farm buildings, marketing by parcels post, city marketing and storage of fruits and vegetables, poultry raising, Government meat inspection, eradication of animal diseases, dairying, sheep raising, silo construction, soils of the United States and crops to which they are best adapted, fertilizers, weather forecasting, and lightning rod installation.

CIVIL SERVICE COMMISSION.

The congestion in Washington, D. C., which resulted from the influx of war workers, has now been considerably relieved. Fully 20,000 persons have left Washington since the signing of the armistice, and a gradual further reduction will cause living conditions in the Capital City to continue to improve. The Civil Service Commission is informed by the Washington office of the Homes Registration Service of the Department of Labor that it is in a position to provide rooming and boarding accommodations in Washington for all who apply for them. The Homes Registration Service constantly maintains a list of available rooms in private houses. Where two persons share a room, the room with board, that is, the two principal meals of the day, may be had for $40 or $42.50 a month for each person. In addition, the Government conducts attractive residence halls in which about 2,000 women are accommodated. A separate room with board in the Government residence halls costs $45 a month. Every comfort and convenience is provided.

Notwithstanding reductions in some branches of the service, the force in Washington is so large that hundreds of vacancies in permanent positions are constantly occurring. Stenographers, typists,

and bookkeepers especially are in demand. Information and application blanks may be obtained from the secretary of the local board of civil service examiners at the post office or custom house in any city.

COMMERCE.

Consul W. E. Chapman writes from Sinaloa that a Mexican commission merchant in Mazatlan, Sinaloa, Mexico, desires to establish a public reading room in his office, which is well furnished with ample table and seating capacity, where the public may have access to American trade papers. He wishes to advise trade publishers in the United States that he would welcome copies of periodicals of this class for use in the reading room. The consulate suggests that the furnishing of complimentary copies of trade papers regularly would serve as a good advertisement for such papers in the interest of their publication. The name of the merchant may be obtained from the Bureau of Foreign and Domestic Commerce or its district cooperative offices by referring to File No. 110256.

FEDERAL BOARD FOR VOCATIONAL EDUCATION.

The Federal Board has just issued the index to the first volume of the Vocational Summary, complete in twelve numbers, May, 1918–April, 1919. This will prove of great value to libraries, as there is a wealth of material in the Summary on general vocational education as well as on the rehabilitation of the war disabled.

The latest bulletin published by the board is No. 37, in the Opportunity monograph series, on Bee Keeping. This describes the possibilities in beekeeping and honey production for a profitable livlihood with small investment. There is given a list of colleges offering good courses in beekeeping and of the cities in which the United States Bureau of Entomology has held short courses. "Literature for the bee keeper" gives farmers' bulletins of the Department of Agriculture, bee journals published in the United States, and books of interest to bee keepers. Probably all of these would be found in a public library.

DEPARTMENT OF LABOR.

Replies from bankers to the circular sent out by the Information and Education Service, Department of Labor, requesting views as to the probable future course of prices, indicate that there is little expectation of any material decline for some years, except in certain products.

"It seems to be gradually dawning upon business generally that there will be no perpendicular drop in prices, but rather in some lines there may even be advances," writes Albert N. Hogg, assistant cashier of the Corn Exchange National Bank, Philadelphia. "The situation in the leather trade especially is abnormal, and shoe manufacturers are complaining about the extremely high prices they have to pay for leather and the difficulty of operating on the present price basis."

"As regards future tendencies it strikes the writer that taking the situation as a whole the shortage in merchandise lines has rather reversed the old order of things and these lines have taken the place

of steel and iron in starting the wheels of trade. Activity in these lines perhaps may be followed by activity in steel, copper, and other basic lines and eventually encompassing the whole industrial world. That would seem to be the logical development of things when the right kind of constructive legislation is created at Washington, and when the whole thing gets going properly there should be considerable resultant activity all around."

"In our opinion prices both of commodities and labor will recede, but so gradually as to be hardly perceptible," writes J. H. Lamb, cashier of the Citizens National Bank, New Castle, Pa. "In 10 to 15 years we should be back on a normal basis. It is also our opinion that our per capita of actual money is far too large. This factor alone exerts a constant pressure toward higher prices."

"Go ahead on the new price level," is the slogan for to-day. Prof. Irving Fisher says in his monograph, "The New Price Revolution," reprinted for distribution by the Department of Labor, Information and Education Service:

"Business men should face the facts. To talk reverently of 1913–14 prices is to speak a dead language to-day. The buyers of the country, since the armistice, have made an unexampled attack upon prices through their waiting atttiude, and yet price recessions have been insignificant. The reason is that we are on a new high-price level, which will be found a stubborn reality. Business men are going to find out that the clever man is not the man who waits, but the one who finds out the new price facts and acts accordingly."

TREASURY.

Fifteen million hand grenades, originally made for actual fighting purposes, have been turned into coin banks which will be awarded to school children under 10 years of age who earn at least one war savings stamp, and to children over 10 years who earn at least two war savings stamps during the summer vacation.

The savings division will be grateful to the librarians for handing on the news to the boys and girls who come to the library. At the beginning of school next fall the teacher will collect the records of what their pupils did to earn the stamps. Then she will send them to the savings director of the Federal reserve district, who will send the banks.

Besides owning a real Government security, which, as every business man knows, is a splendid *investment* which the Government is issuing in the form of war savings stamps for folks who like to make even the little savings earn something, the boys and girls have a chance to win a real war souvenir turned by "Peace magic" into a wonderful little bank.

WAR DEPARTMENT.

The matter of getting places in civil life for men who are discharged from the Army is very well in hand. During the five weeks ending May 31, 61,323 discharged soldiers applying for positions, applied to the United States Employment Service, and they actually placed 40,596, or 66 per cent of the total, and it may be of interest to note in connection with this that during the last four